



PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

March 15, 2024
NOTICE OF JOB VACANCY
#24-136

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements specified below:

TITLE: Deputy Attorney General 2
(Deputy Bureau Chief)

SALARY: \$110,546.27 to \$158,260.13

LOCATION: [Office of Public Integrity & Accountability](#)
Corruption Bureau
Cedar Knolls, NJ
(*Statewide travel between offices may be required for work responsibilities.*)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Bureau Chief/Deputy Attorney General 1, Executive Director of the Office of Public Integrity and Accountability ("OPIA"), Deputy Director or other executive officers in the Division or Department of Law and Public Safety, the Deputy Bureau Chief assists the Bureau Chief with management and oversight of the Corruption Bureau (the "Bureau"). The Deputy Bureau Chief supervises and/or represents State departments or other entities prescribed by applicable statutes in litigation matters; plans, develops, organizes, and supervises the work programs concerned with detection and prosecution of criminal activities; interprets and enforces laws, regulations, and other official instrumentalities; and coordinates all investigatory/legal activities with other State entities, federal and local jurisdictions. The Deputy Bureau Chief is responsible for managerial and oversight responsibilities of the Bureau; authors and reviews search warrants, communication data warrants, communications information orders, prosecution memoranda, plea memoranda and cooperation agreements; assigns cases to Deputy Attorneys General; oversees case reviews; authors performance assessments of all staff; assists attorneys in trial preparation; oversees Bureau initiatives and trainings; maintains effective communication with the Bureau Chief; serves on various task forces and working groups; and performs other related work as required. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice as an Attorney at Law in the State of New Jersey is required.

EXPERIENCE: Four (4) years of experience as a practicing attorney, one (1) year of which shall have been in a supervisory capacity.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to candidates with experience as a lead attorney or a first chair in criminal trials and criminal supervisory experience.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations are based upon the information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #24-136 with a current resume and a completed Division of Criminal Justice Application for Employment, found at: www.njoag.gov/dcjapply/ to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **April 5, 2024**. *Current DCJ employees need only send a resume and cover letter.*

Applications submitted directly to the Division of Criminal Justice will not be considered.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.
The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

