



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

May 16, 2024 NOTICE OF JOB VACANCY #24-201

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements specified below:

TITLE: Assistant Attorney General
SALARY: \$178,250.00
LOCATIONS: [Division of Law](#)
Administrative Practice Group
Trenton – *1 Vacancy*
Newark – *1 Vacancy*

NUMBER OF POSITIONS AVAILABLE: Two (2) – location preference required.

DUTIES: Under the supervision of the Deputy Director of the Administrative Practice Group (APG), Assistant Attorney General in charge of the APG and/or the Director or Deputy Director of the Division of Law, will be responsible for the oversight and management of assigned Sections of the APG; will oversee counseling and representation of client agencies of assigned Sections of the APG; will oversee all aspects of litigation within assigned Sections, including screening of matters, discovery, motion practice, trial work and appellate briefings; will oversee the handling of transactional matters and provision of legal advice; will participate in evaluations of Section Chiefs and Assistant Section Chiefs; and, will perform other related duties as assigned.

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 professional legal experience as an attorney at law of the State of New Jersey in the area of the specialty or, three (3) years of professional legal experience as an attorney for State or Federal administrative agencies, which shall have involved a significant amount of the specialized legal work, or, two (2) years of unique specialized legal experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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 above. For more information on the SAME Program please email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

RESUME NOTE: Eligibility determinations will be based upon 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, applicants must complete a Division of Law attorney application for employment, found at www.njoag.gov/dolatty/ indicating interest in vacancy #24-30. All items must be submitted on or before the closing date of **June 16, 2024**, via the DOL online attorney application portal.

Current Division of Law employees need only submit a resume and cover letter to: DOL.Applicant@law.njoag.gov and must indicate #24-201: AAG APG (Newark or Trenton, as appropriate) in the subject line.

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.

