



PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

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

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

January 30, 2024
NOTICE OF JOB VACANCY
#24-20

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

TITLE: Deputy Attorney General 2
(Special Assistant to the Director)

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

LOCATION: [Division of Law](#)
Director's Complex
124 Halsey Street, Newark, NJ 07101

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Director, the Special Assistant will assist with administrative activities necessary for the efficient functioning of the Division with specific emphasis on the ACE PG. The Special Assistant will also work on policy and guidance for affirmative initiatives and priority projects advanced by ACE PG; interpret and analyze related laws, regulations and other official instrumentalities; perform or oversee extensive research and writing on complex legal issues; perform other related duties as assigned or required.

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 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 below. For more information on the SAME Program please email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

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 submit for consideration via the DOL online attorney application portal found here: www.njoag.gov/dolatty/ indicating interest in vacancy #24-020. All items must be submitted on or before the closing date of **March 1, 2024** via the DOL online attorney application portal.

Current DOL employees need only send a current resume and cover letter to DOL Applicant DOL.Applicant@law.njoag.gov and must indicate #24-020 Special Assistant to the Director 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.

