



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

May 2, 2024
NOTICE OF JOB VACANCY
#24-211

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

TITLE: Assistant Attorney General
(Chief of Staff)

SALARY: \$163,000.00

LOCATION: [Office of Public Integrity & Accountability](#)
Director's Office
Cedar Knolls, Trenton or Cherry Hill, NJ

NUMBER OF POSITIONS AVAILABLE: One (1) – Location preference required.

DUTIES: Under the direction of the Executive Director of the Office of Public Integrity & Accountability, within the specialty of criminal legal practice, manages all aspects of the OPIA, including attorneys, detectives and clerical staff; manages and directs all administrative activities, operational, budgetary and personnel activities, including but not limited to, hiring, employee conduct and performance, labor relations, ADA and EEO issues, annual budget preparation, pending initiatives, emergency management planning and outreach. Organizes and helps to prioritize critical issues for the Executive Director and acts as liaison between staff and upper management. Conducts extensive and comprehensive legal research as needed; develops guidelines, policies, directives, and protocols for OPIA; assists with interpretation and analysis of laws, regulations, and other official instrumentalities; participates in project work related to legal activities involving federal and local jurisdictions and other state entities; acts as a liaison with other Department divisions and agencies on operational and legal issues; performs 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 professional legal experience as an attorney at law of the State of New Jersey in the area of the specialty or, three 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 years of unique specialized legal experience.

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

PREFERENCE: Preference will be given to applicants with at least fifteen (15) years of criminal practice experience; a demonstrated ability to work effectively with a broad cross-section of stakeholders; who possess excellent written and oral communication skills; noted ability to complete tasks in an expedited manner; extensive experience researching and writing comprehensive briefs and memorandum on complex and nuanced areas of law

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 visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, 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 its 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 #24-211 with location preference, 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 **May 23, 2024**. Current employees of the Division of Criminal Justice 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.

