



State of New Jersey

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

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

May 16, 2024 NOTICE OF JOB VACANCY #24-226

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: Assistant Attorney General
SALARY: \$172,500.00
LOCATION: [Division of Law](#)
Financial Affairs & State Contracting Practice Group
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Deputy Director of the Financial Affairs & State Contracting Practice Group (FAPG) and/or the Director of the Division of Law, the Assistant Attorney General will be responsible for the oversight and management of the Financial Affairs Practice & State Contracting Practice Group, in Trenton; will oversee counseling and representation of client agencies of the practice group; will oversee all aspects of litigation within assigned Sections, including screening of matters, discovery, motion practice, trial work and appellate briefings; will oversee all aspects of transactional matters and counseling assignments; and, will perform other 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 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 for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

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 #24-226. 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 #24-226: AAG FAPG Trenton 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.

