



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

November 19, 2024 NOTICE OF JOB VACANCY #24-452

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Administration, for current State employees who meet the requirements specified below:

TITLE: Deputy Attorney General 2
SALARY: \$118,419.93 to \$169,532.19
LOCATION: [Division of Administration](#)
Office of General Counsel
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of a supervisory attorney in the Division of Administration and/or the Office of the Attorney General, represents and provides legal counsel to the Department of Law and Public Safety, the Division of Administration, or other entities as prescribed by applicable statutes; serves as the Open Public Records Custodian (OPRA) for the Office of the Attorney General and the Division of Administration; performs complex legal work relating to OPRA and common law requests for records; serves as the Department Administrative Practice Officer; coordinates, processes, and files rules and/or regulations for the Divisions within the Department. Responsibilities include logging, tracking, researching, and responding to OPRA requests; advising the Office of the Attorney General and other executive staff with regard to OPRA and common law requests for records; overseeing Department OPRA custodians and coordinating with other State entity OPRA custodians; reviewing, coordinating, overseeing, and processing proposed rules for the Divisions/offices within the Department; liaising with the Office of Administrative Law and executive staff regarding proposed rules; conducting legal research, providing advice and training, and drafting policies; interpreting and applying state and federal statutes, regulations, and policies; and participating in other activities and assigned projects. Supervises personnel and/or participates in planning the effective direction of legal services by the Office of General Counsel; performs other related work as 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.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume, employment application, including required supporting documents (JD transcripts). 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, please submit a cover letter indicating interest in job vacancy announcement #24-452, a current resume, copy of Certificate of Good Standing with the NJ Supreme Court and a copy of your final unofficial transcripts and/or foreign degree evaluation, (if applicable) to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **December 19, 2024**.

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.

