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GOVERNOR

**STATE OF NEW JERSEY**  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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**August 16, 2017**  
**NOTICE OF JOB VACANCY**  
**#17-201**

**This is a repost of vacancy announcement #17-48. Previous applicants need not reapply.**

An opportunity currently exists in the unclassified service within the Department of Law & Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

**TITLE:** Deputy Attorney General 4 or Deputy Attorney General 3

**SALARY:** \$64,925.91 to \$94,140.69 \$75,161.59 to \$108,975.22

**LOCATION:** Office of Equal Employment Opportunity (EEO)  
Station Plaza, Building 4  
22 South Clinton Ave.  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** The Office of EEO is charged with receiving and, where appropriate, investigating allegations that implicate the State Policy Prohibiting Discrimination in the Workplace, N.J.A.C. 4A:7-3.1. In addition to conducting confidential internal Department of Law and Public Safety (DL&PS) investigations, the Office of EEO investigates matters from other State departments/agencies where conflicts of interest may exist, provides EEO training to DL&PS employees, and defends discrimination appeals. Attorneys in the unit supervise all aspects of confidential, often highly sensitive, internal investigations including, but not limited to, overseeing intake of new matters, formulating investigation strategies, drawing conclusions as to whether the Policy was violated, and making recommendations as to whether discipline is warranted. Each investigation culminates in a final report that is presented to the Attorney General or his designee for review and consideration. Responsibilities will include but not be limited to interpreting, administering, and enforcing the State Policy Prohibiting Discrimination in the Workplace; working closely with civilian investigators as well as investigators from the Division of State Police to guide/oversee their investigations; preparing memoranda analyzing the issues, setting forth findings and, where necessary, recommending appropriate remedial and/or corrective action to the Attorney General and/or his designee; training supervisors, employees, and EEO coordinators from the Department's various divisions and agencies on EEO issues; preparing briefs to the Civil Service Commission defending the objectivity and thoroughness of the Department's investigations; and, conducting legal research and providing analysis of employment and privacy issues.

**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 required.

**EXPERIENCE:** Deputy Attorney General 4: Two (2) years of experience as a practicing attorney.  
Deputy Attorney General 3: Three (3) years of experience as a practicing attorney.

**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.

**PREFERENCE:** Candidates with litigation experience; superior writing skills; sound judgment and discretion; ability to work independently; ability to work on multiple tasks; strong analytical ability and listening skills.

**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 a WES evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

*RESPONSES MUST INCLUDE A COVER LETTER INDICATING DATE OF NEW JERSEY BAR ADMISSION, RESUME, AND A WRITING SAMPLE. RESPONSE PACKAGES WILL BE REVIEWED AND CANDIDATES WILL BE SELECTED FOR AN INTERVIEW ON THE BASIS OF THEIR RESUME AND ALL SUPPORTING DOCUMENTATION SUBMITTED. APPLICANTS WHO DO NOT SUBMIT EVIDENCE OF THE STATED REQUIREMENTS WILL NOT BE CONSIDERED FOR AN INTERVIEW. PLEASE ENSURE THAT YOU INCLUDE A DAYTIME PHONE NUMBER AND INCLUDE YOUR NAME ON YOUR WRITING SAMPLE.*

***If interested, please send a cover letter indicating job vacancy #17-201 with date of NJ bar admission, a writing sample, and current resume before the closing date of August 21, 2017 to:***

Recruitment Coordinator  
[LPS.HumanResources@njoag.gov](mailto:LPS.HumanResources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Office of the Attorney General  
P.O. Box 081  
Trenton, NJ 08625-0085

*Please do not submit your documents in duplicate; choose one delivery method: email or hard copy.*

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.

