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DEPARTMENT OF LAW AND PUBLIC SAFETY
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August 25, 2017
AMENDED NOTICE OF JOB VACANCY
#17-208

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

TITLE: Assistant Attorney General
SALARY: \$106,194.89 to \$148,663.37
(Departmental salary cap at \$128,000.00)
LOCATION: Division of Law
Administrative Practice Group
124 Halsey Street
Newark, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Assistant Attorney General in Charge of the Administrative Practice Group Newark and/or the Director or Deputy Director of the Division of Law is responsible for the oversight and management of the administrative practice group including oversight of the NJ Transit and Public Utilities Sections. Oversees counseling and representation of client agencies. Plans and manages the work of the practice group. Participates in evaluations of assigned Deputy Attorneys General; performs 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.

PREFERENCE: Preference will be given to candidates who possess experience in the following areas: land use; labor law/arbitrations; transactional work including contracts and procurement; public utilities regulation; bus and rail operations; and litigation.

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.

If you possess the required experience and are interested in the position, you must complete an application found on the Division of Law's website at <http://www.nj.gov/oag/law/pdf/dagapp-form-fill.pdf> (current Division of Law employees need only send a resume and cover letter).

When completed, please send the application, a resume, cover letter indicating vacancy number #17-208, Certificate of Good Standing with the Supreme Court of New Jersey, a legal writing sample with your name on it, and a copy of your law school transcripts before the closing date of September 11, 2017 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

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

ALL ITEMS MUST BE SUBMITTED TOGETHER IN ONE PACKAGE.

If submitting your documents via email you must include #17-208 in the subject-line.

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.

