



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Administrator

February 20, 2018
NOTICE OF JOB VACANCY
#18-04

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

TITLE: Deputy Attorney General 2
(Deputy Bureau Chief)

SALARY: \$79,247.71 to \$114,890.41

LOCATION: Division of Criminal Justice
Prosecutors Supervision & Training Bureau
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ
(Statewide travel required for work responsibilities)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under administrative direction of the Bureau Chief/Deputy Attorney General 1, Director of the Division of Criminal Justice (the “Division”), Attorney General, or other executive officers in the Division or Department of Law and Public Safety, the Deputy Bureau Chief assists the Bureau Chief with management and oversight of the Prosecutors Supervision & Training Bureau (“PS&TB”), which plans, supervises and undertakes the administrative and programmatic duties to fulfill the Attorney General’s statutory mandate to exercise general supervisory authority over each of the twenty-one County Prosecutors’ Offices and their respective local police departments. PS&TB is divided into Prosecutors Supervision and Training. The Deputy Bureau Chief will be responsible for supervision of the daily functions and staff assigned to Prosecutors Supervision and assists all County Prosecutors with specialized litigation; provides legal advice, as needed; serves as liaison and coordinator between the Division and County Prosecutors’ Offices on a variety of statewide law enforcement and policy issues; develops guidelines, policies, directives, and protocols for prosecutors and police departments; conducts management reviews and handles citizen complaints of County Prosecutors’ Offices; coordinates County Prosecutors’ Offices reporting; and reviews and approves recommendations from County Prosecutors on requests for immunity, forfeiture matters and bid waivers. The Deputy Bureau Chief will assist the Bureau Chief with distribution of weekly mailings to County Prosecutors’ Offices, provides administrative support for hosting meetings with County Prosecutors, and assists with transition. The Deputy Bureau Chief is also responsible for assisting, coordinating and successfully implementing various and ongoing special projects for the Director, Attorney General and the Division and represents the Division and/or Attorney General on various Supreme Court committees, councils, specialized committees and advisory groups. The Deputy Bureau Chief will perform other related tasks, 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 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, as travel throughout the State is essential to the position.

PREFERENCE: Preference will be given to candidates who have experience with County Prosecutors’ Offices, working knowledge of Attorney General Guidelines and Directives and/or a demonstrated ability to work effectively with a broad cross-section of stakeholders; and possess excellent written and oral communications 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 an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #18-04 and current resume before the closing date of March 6, 2018 to:

Recruitment Coordinator
LPS.Humanresources@lps.state.nj.us

-OR-

Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0085

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.

