



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

JENNIFER E. FRADEL
Administrator

April 27, 2018
NOTICE OF JOB VACANCY
#18-05

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

TITLE: Deputy Attorney General 4 or Deputy Attorney General 3

SALARY: \$64,925.61 to \$94,140.69 \$75,161.59 - \$108,975.22

LOCATION: Office of the Attorney General
Attorney General's Advocacy Institute
25 Market Street, 8th Floor, Trenton, New Jersey 08625
(Travel within the State is required)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Director of the Attorney General's Advocacy Institute (AGAI) or other supervisory official within the Department of Law and Public Safety, assists with planning, organizing and directing programs, activities and staff of the AGAI; assists with coordinating continuing legal education (CLE) courses to provide opportunities for government attorneys to earn CLE credits and credits towards trial certification requirements; creates programs to address the professional development needs of Deputy Attorneys General, county prosecutors and other public sector attorneys, including topical lecture courses, skills-based lecture courses, presentations and symposiums; identifies and recruits government and private sector attorneys, law school and college professors and other subject-matter experts to serve as faculty members; develops relationships with professional organizations, government entities and institutes of higher learning to pool resources for the expansion of professional development opportunities; assists with the development and implementation of information technology to enhance the creation of multi-media presentations and alternative program delivery methods such as simulcasting; assumes primary responsibility for coordinating criminal and civil litigation skills programs, including trial advocacy, depositions, administrative practice and jury selection; develops and updates content, curriculum and materials for skills programs; recruits, trains and mentors skills program faculty; conducts lectures for skills programs; mentors and trains skills program students through small group and individualized instruction; coordinates skills program logistics and trains and supervises staff to assist with skills programs; performs other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice law in the State of New Jersey is 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.

PREFERENCE: Preference will be given to applicants with five (5) years of experience as a practicing attorney, including litigation experience; with three (3) years of experience in adult education that includes establishment of curriculum and professional development programs, faculty recruitment and the use of multi-media and PowerPoint presentation programs; with excellent presentation and interpersonal communication skills; and, with knowledge of accrediting requirements and sensitivity to equal employment opportunity concerns.

SPECIAL NOTE: Current Department Deputy Attorney General 4 and Deputy Attorney General 3 applicants must be willing to accept a lateral transfer, if selected.

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.

RESPONSES MUST INCLUDE A COVER LETTER, 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 ALL REQUESTED DOCUMENTATION WILL NOT BE CONSIDERED FOR AN INTERVIEW.** PLEASE ENSURE THAT YOU INCLUDE A DAYTIME PHONE NUMBER ON YOUR COVER LETTER.

If interested, please send all requested materials, indicating job vacancy #18-05, before the closing date of May 11, 2018 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
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.

