



State of New Jersey

PHILIP D. MURPHY  
Governor

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 080  
TRENTON, NJ 08625-0081

GURBIR S. GREWAL  
Attorney General

SHEILA Y. OLIVER  
Lt. Governor

JENNIFER E. FRADEL  
Administrator

July 16, 2018  
NOTICE OF JOB VACANCY  
#18-151

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

**TITLE:** Deputy Attorney General 2  
(Special Assistant)

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

**LOCATION:** Division of Criminal Justice  
Director’s Complex  
25 Market Street, 5<sup>th</sup> floor  
Trenton, New Jersey 08625

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under direction of the 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 “Department”), serves as a Special Assistant; performs work of a complex nature concerning areas related to detection and prosecution of criminal activities; assists with interpretation and analysis of law, regulations and other official instrumentalities; participates in project work related to legal activities involving federal and local jurisdictions and other state entities; works directly with the Director and/or Attorney General’s Executive Leadership Team on Division and Department projects and initiatives; acts as a liaison with other Department divisions and agencies on priority operational and legal issues; assists with analysis, comment and coordination of proposed legislation; performs extensive research and writing on complex legal issues and those of first impression; performs other related duties as assigned or 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:** 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.

**PREFERNCE:** Preference will be given to candidates with excellent written and oral communication skills; demonstrated ability to work with a variety of stake holders; noted ability to effectively time manage to complete tasks in an expedited manner; and extensive experience researching and writing comprehensive briefs and memorandum on complex and nuanced areas of law.

**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.

*Current Division of Criminal Justice employees must submit a cover letter indicating job vacancy #18-151, resume and writing sample. External applicants must submit a cover letter indicating job vacancy #18-151, resume, copy of law school transcript(s), copy of certificate of good standing with the Supreme Court of the State of New Jersey, completed DCJ application for attorneys (found at <https://www.nj.gov/oag/dcj/pdfs/DCJ--Employment-Application-v03.27.18.pdf>) and a writing sample with applicant’s name in the header or footer. Applicants who do not submit the required documents, as noted above, will not be considered. All items must be sent in one package. Response packages will be reviewed and applicants selected to interview based on their submission before the closing date of July 30, 2018 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

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.

