



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Acting Administrator

May 6, 2020 NOTICE OF JOB VACANCY #20-145

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

TITLE: Deputy Attorney General 2
(Deputy Bureau Chief)

SALARY: \$91,134.87 to \$132,123.93

LOCATION: Division of Criminal Justice
Gangs and Organized Crimes Bureau
Trenton or Cherry Hill
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

Under administrative direction of the Bureau Chief/Deputy Attorney General 1, Director of the Division of Criminal Justice (the "Division"), Deputy Director 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 Gangs/Organized Crimes Bureau ("the Bureau"). The Deputy Bureau Chief supervises and/or represents State departments or other entities prescribed by applicable statutes in litigation matters; plans, develops, organizes, and supervises the work programs concerned with detection and prosecution of criminal activities; interprets and enforces laws, regulations, and other official instrumentalities; and coordinates investigatory/legal activities with other State entities, federal and local jurisdictions. The Deputy Bureau Chief is responsible for managerial and oversight responsibilities of the Bureau; authors and reviews search warrants, communication data warrants, communications information orders, wiretap applications, prosecution memoranda, plea memoranda and cooperation agreements; assigns cases to Deputy Attorneys General ("DAsG"); oversees case reviews; authors performance assessments of all staff; assists attorneys in trial preparation; serves as a liaison with the County Prosecutors Offices and New Jersey State Police; oversees Bureau initiatives and trainings; effectively communicates with the Bureau Chief; provides 24/7 on call support for the Bureau and maintains the duty schedule for DAsG; and performs other related work as required.

DUTIES: The Deputy Bureau Chief will serve in the Civil Service title of Deputy Attorney General 2; the Civil Service definition of the position and associated duties can be found in the job specification on file with the Civil Service Commission at: <https://info.csc.state.nj.us/jobspec/30467.htm>.

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 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.

PREFERENCE: Preference will be given to candidates with excellent written and oral advocacy skills; direct experience in drafting and oversight of search warrants, wiretaps, communication data warrants and communications information orders; experience in the prosecution and supervision of racketeering cases; previous trial experience; demonstrated ability to multi-task and work efficiently; and excellent time management.

RESUME NOTE: Eligibility determinations are based upon the information presented in resumes 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 may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #20-145 and current resume on or before the closing date of June 6, 2020 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

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.

