



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

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

ANDREW J. BRUCK  
*Acting Attorney General*

SHEILA Y. OLIVER  
*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

### September 13, 2021 NOTICE OF JOB VACANCY #21-309

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

**TITLE:** Deputy Attorney General 2  
(Assistant Section Chief)

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

**LOCATION:** Division of Law  
Administrative Practice Group  
Health and Human Services Section  
25 Market Street  
Trenton, NJ 08635

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** The Health and Human Services Section provides legal counsel and representation to the Department of Human Service (DHS) and the Department of Health (DOH) which are the two largest Departments within the State of NJ. Within DHS there are various divisions that Deputies in the section interact with on a day-to-day basis: Division of Developmental Disabilities (DDD), Division of Family Development (DFD), Bureau of Guardianship Services (BGS) and Division of Medical Assistance and Health Services (DMAHS) which oversees the NJ Medicaid Program.

The Deputies within the section handle myriad cases for DHS and DOH including Medicaid matters, Special Needs Trusts, Guardianships, enforcement actions involving penalty matters against health care providers, license certification, denials and revocations, and prepare advice memos regarding regulatory changes and policy issues. The deputies within the section also appear in a variety of forums including the Office of Administrative Law, the Law Division, Appellate Division, Supreme Court, the United States District Court and the Third Circuit Court of Appeals. Finally, a group of deputies in HHS prosecute initial commitment hearings and yearly reviews for sexually violent predators pursuant to the Sexually Violent Predator Act.

The Assistant Section Chief works under the supervision of the Assistant Attorneys General in the Administrative Practice Group in Trenton, and the Section Chief of the Health and Human Services Section, to provide counsel and representation to the Section's clients; assist with planning and managing the supervision and operations of the Section; assign matters and supervise Deputy Attorneys General in the Section; litigate and supervise litigation, as needed; evaluate the performance of assigned Deputy Attorneys General; conduct case file reviews; and performs other related duties 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 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.

**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 qualified, applicants must complete a Division of Law attorney application for employment found at [www.nj.gov/oag/dol-hiring](http://www.nj.gov/oag/dol-hiring). While completing the application you will be instructed to upload supporting documents including but not limited to: a resume, cover letter indicating interest in job vacancy announcement #21-309, a copy of your Certificate of Good Standing with the Supreme Court of New Jersey, a legal writing sample (unedited by others), a copy of your unofficial law school transcripts (self-prepared transcripts are not acceptable), and an Affirmative Action form. All items must be submitted together, in one package, via the DOL online attorney application portal, on or before the closing date of October 13, 2021.**

***Current Division of Law employees need only submit a resume and cover letter to:***

**[DOL.Applicant@law.njoag.gov](mailto:DOL.Applicant@law.njoag.gov)**

***Current DOL employees must indicate #21-309 - Assistant Section Chief, HHS in the subject line.***

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.

