



## State of New Jersey

PHILIP D. MURPHY  
Governor

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

MATTHEW J. PLATKIN  
Acting Attorney General

SHEILA Y. OLIVER  
Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

May 23, 2022

### NOTICE OF JOB VACANCY #22-291

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

**TITLE:** Assistant Attorney General  
(Chief of Staff)

**SALARY:** \$150,000.00

**LOCATION:** Office of Public Integrity & Accountability  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ  
(*Statewide travel required for work responsibilities.*)

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

**DUTIES:** Under the direction of the Executive Director of the Office of Public Integrity & Accountability, within the specialty of criminal legal practice, manages all aspects of the OPIA, including attorneys, detectives and clerical staff; manages and directs all administrative activities, operational, budgetary and personnel activities, including but not limited to, hiring, employee conduct and performance, labor relations, ADA and EEO issues, annual budget preparation, pending initiatives, emergency management planning and outreach. Organizes and helps to prioritize critical issues for the Executive Director and acts as liaison between staff and upper management. The successful candidate will be responsible for conducting extensive and comprehensive legal research as needed; develops guidelines, policies, directives, and protocols for OPIA; 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; acts as a liaison with other Department divisions and agencies on operational and legal issues. Performs other related duties as assigned or 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 professional legal experience as an attorney at law of the State of New Jersey in the area of the specialty or, three years of professional legal experience as an attorney for State or Federal administrative agencies which shall have involved a significant amount of the specialized legal work, or, two years of unique specialized legal experience.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to applicants with at least fifteen (15) years of criminal practice experience; a demonstrated ability to work effectively with a broad cross-section of stakeholders; who possess excellent written and oral communication skills; noted ability to complete tasks in an expedited manner; 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 its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-291, a current resume, a writing sample (unedited by others), and a completed Division of Criminal Justice Application for Employment, found at: <https://www.nj.gov/oag/dcj/pdfs/DCJ--Employment-Application-v03.27.18.pdf>, on or before the closing date of June 6, 2022. Current Division of Criminal Justice employees need only send a resume and cover letter. Required documents must be sent to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto: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.

