



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

August 5, 2022 NOTICE OF JOB VACANCY #22-369

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

TITLE: Deputy Attorney General 1
(Deputy Chief)

SALARY: \$116,045.41 to \$162,458.13

LOCATION: Office of the Attorney General
Office of Diversity, Equity, and Inclusion
25 Market Street
Trenton, NJ 08625

OR

Office of the Attorney General
Office of Diversity, Equity, and Inclusion
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1) – Location preference required.

DUTIES: Under the direction of the Chief Diversity, Equity, and Inclusion Officer (“CDEIO”) for the Department of Law and Public Safety (“Department”) or other executive officer in the Department of Law and Public Safety, will serve as an advisor and thought leader for Diversity, Equity and Inclusion (“DEI”) related matters and actively participate in the planning, development and delivery of the Department’s DEI programs and initiatives. Supervises, and/or undertakes activities of the Department’s Office of Diversity Equity and Inclusion (“ODEI”) in furtherance of fostering DEI in the Department’s workforce, among its suppliers, and in its interagency and external relationships. Plans, develops and supervises the execution of various programs to accomplish the ODEI’s and the Department’s immediate and long-term goals; and to satisfy requirements imposed by applicable law. Coordinates, supervises and/or completes special projects required by the Attorney General or the CDEIO. Coordinates, and/or supervises the work activities of assigned legal, administrative, and other staff. Prepares or directs preparation of correspondence and/or reports to apprise officials and members of the various publics served of conditions, progress, and accomplishments in areas of concern. Will be required to learn to utilize various types of computer-based applications used by the agency, office or related units; performs other duties as assigned.

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: Five (5) years of experience as a practicing attorney, two (2) years 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.

PREFERENCE: Preference will be given to applicants who have four (4) years or more experience in fostering diversity and inclusion in an organizational setting with identifiable deliverables and accomplishments. Certification or completion of other formal training in organizational best practices for diversity and inclusion preferred. Additionally, preference will be given to applicants who have: Strong written and oral communication skills, including report-writing and content development for promotional materials, employee engagement campaigns and social media; experience developing and delivering training material to a broad audience, including group presentations and/or other forms of public speaking; demonstrated ability to work independently and to supervise others; experience in event management, i.e. producing and executing effective events by overseeing event promotion, management with high production values in collaboration with internal teams and external partners is also preferred; proficiency with Microsoft Office applications, specifically, Word, Excel, and PowerPoint is desired; ability to work well with a broad range of internal and external stakeholders.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

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, please send a cover letter indicating interest in job vacancy announcement #22-369 with desired location preference (required) and a current resume on or before the closing date of August 26, 2022 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.

