



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
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

February 9, 2023 NOTICE OF JOB VACANCY #23-96

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

<u>TITLE:</u>	Deputy Attorney General 4	<u>OR</u>	Deputy Attorney General 3
<u>SALARY:</u>	\$87,578.62 to \$124,980.46		\$100,682.82 to \$143,971.92
<u>LOCATION:</u>	Division of Criminal Justice Appellate Bureau Richard J. Hughes Justice Complex 25 Market Street, Trenton, NJ <i>Statewide travel required for work responsibilities.</i>		

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a Bureau Chief, Deputy Bureau Chief, Deputy Director, Director or other supervisory official in the Division of Criminal Justice (“the Division”), Department of Law and Public Safety (“LPS”), handles all aspects of appellate case litigation, including criminal appeals pending in the Superior Court of New Jersey, Appellate Division, the New Jersey Supreme Court, habeas litigation in the federal courts, as well as criminal cases of statewide significance in lower state and federal courts; researches legal issues; prepares legal memorandum; files, prepares and argues Orders to Show Cause in the Law Division; and argues cases before the Supreme Court, Appellate Division, or other Court, as needed. This Deputy Attorney General will interpret and enforce laws and regulations; participates in legal and related activities involving federal and local jurisdictions and other State entities; drafts memoranda of law; prepares attorney correspondence; serves on various task forces and working groups for the Division or LPS; works on special projects and initiatives; and performs other related work as needed.

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:

DEPUTY ATTORNEY GENERAL 4: Two (2) years of experience as a practicing attorney.
DEPUTY ATTORNEY GENERAL 3: Three (3) years of experience as a practicing attorney.

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

SPECIAL NOTE: Current Department employees appointed to a Deputy Attorney General 4 or 3 title must be willing to accept a lateral transfer, if selected.

SALARY NOTE: For newly hired individuals, the starting salary and title will be determined by the Department commensurate with experience. Salary offers and titles are non-negotiable and will fall within the range posted.

PREFERENCE: Preference will be given to candidates who possess criminal appellate experience; exceptional oral and written communication skills; and demonstrated attention to detail.

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 may result in your ineligibility.

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

If qualified, please send a cover letter indicating interest in job vacancy announcement #23-96 with 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 February 23, 2023. Required documents must be sent to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

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

**Current Division of Criminal Justice employees need only send a resume and cover letter.
Applications submitted directly to the Division of Criminal Justice will not be considered.**

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.

