



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

October 23, 2023

NOTICE OF JOB VACANCY

#23-662

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: Assistant Attorney General
(Deputy Director)

SALARY: \$163,000.00

LOCATION: [Division of Law](#)
Director's Complex
124 Halsey Street, Newark, NJ 07101

NUMBER OF POSITIONS AVAILABLE: One (1)

The Affirmative Civil Enforcement Practice Group ("ACE PG") includes the following Sections: Civil Rights, Labor Enforcement, Consumer Fraud Prosecution, Data Privacy & Cybersecurity, Government & Healthcare Fraud, Professional Boards Prosecution, Securities Fraud Prosecution, and Special Litigation. These Sections assist with affirmative investigations and bring enforcement actions on behalf of various State agencies against individuals and entities that have caused harm to the State or its citizens. These Sections' diverse investigations and litigations include matters involving, for example, antitrust, charities fraud, civil firearms enforcement, civil rights, consumer protection, data breaches, financial fraud, fraud on the government, labor enforcement and worker protection, professional licensee discipline, redlining, securities fraud, and social media and technology platform accountability.

DUTIES: Under the supervision of the Director of the Division of Law, the Deputy Director, with the support of a substantial management team, will oversee the ACE PG and its Sections. The Deputy Director will work with Director, other executive management, and attorneys in the ACE PG to oversee and direct all aspects of the ACE PG, which may involve screening of matters, pre-litigation investigation, pleadings, discovery, motion practice, settlement negotiation, mediation, trial work, appellate briefings, and multistate efforts. The Deputy Director will oversee administrative activities necessary for the efficient functioning of the Division with specific emphasis on the ACE PG, including the development of policy, guidance, and strategic planning for affirmative enforcement initiatives and priority projects advanced by ACE PG; the interpretation and analysis of related laws, regulations and other official instrumentalities; and oversee extensive research and writing on complex legal issues. The Deputy Director will also oversee counseling and litigation for represented client agencies; work with and manage outside counsel; participate in evaluation of attorneys; and will perform other related 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: 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 (3) 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 (2) years of unique specialized legal experience.

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 candidates with at least eight (8) years of professional legal experience as an attorney at law (in any jurisdiction) in one or more of the substantive areas of practice (combined) within the Sections of the ACE PG described above; with two (2) years of supervisory experience in administrative, Superior Court, or Federal Court litigation matters; with substantial, demonstrated experience in antitrust, charities fraud, civil firearms enforcement, civil rights, consumer protection, data breaches, financial fraud, fraud on the government, labor enforcement and worker protection, professional licensee discipline, redlining, securities fraud, and social media and technology platform accountability.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only and required supporting documentation required when filing the online application. 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.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. You are also required to apply via the NJ CSC SAME website. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at 609-292-4144, option 3.

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

HOW TO APPLY: If qualified, applicants must complete a Division of Law attorney application for employment, found at www.njoag.gov/dolatty/ indicating interest in vacancy #23-662. All items must be submitted via the DOL online attorney application portal on or before the closing date of **November 23, 2023**.

*Current Division of Law employees need only submit a resume and cover letter to: DOL.Applicant@law.njoag.gov
Current DOL employees must indicate #23-662 – Deputy Director, ACE PG 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.

