



State of New Jersey

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

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

November 9 2023 NOTICE OF JOB VACANCY #23-675

Opportunities currently exist 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 1
(Section Chief)

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

LOCATIONS: [Division of Law](#)
Litigation Practice Group
Appellate Section
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ 08625
One (1) Vacancy

AND

[Division of Law](#)
Litigation Practice Group
Employment Litigation Section
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ 08625
One (1) Vacancy

NUMBER OF POSITIONS AVAILABLE: Two (2) – Section preference required.

EMPLOYMENT LITIGATION SECTION DUTIES: Under the supervision of Assistant Attorneys General and the Deputy Director, the Section Chief of the Litigation Practice Group Employment Section will supervise the work of the Section, which provides legal counsel and representation for client agencies in employment litigation matters. The Section Chief will also supervise the work of the Assistant Section Chiefs and will be responsible for the overall operation and administration of the Section; evaluate the performance of all Deputy Attorneys General in the Section; work with and manage outside counsel in employment litigation, as needed; and perform other related duties as assigned or required.

APPELLATE SECTION DUTIES: The Litigation Practice Group Appellate Section handles appellate matters in the Litigation Practice Group and reports to the above Assistant Attorneys General and Deputy Director. The Section Chief will be responsible for the overall administration and management of the Section; supervise the work of the Assistant Section Chief; evaluate the performance of the Deputy Attorneys General in the Section; assist in the preparation of briefs and oral argument, as needed; and perform 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: Five (5) years of experience as a practicing attorney, two (2) 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.

PREFERENCE: Preference for the Employment Litigation Section will be given to candidates who possess strong employment litigation experience in both State and Federal court as well as supervisory experience. Please supplement the resume to outline both employment litigation and supervisory experience. Preference for the Appellate Section will be given to applicants who possess strong appellate experience in State and Federal Court as well as supervisory experience. Please supplement the resume to outline both appellate and supervisory experience.

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.

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 #23-675. All items must be submitted via the DOL online attorney application portal on or before the closing date of **December 9, 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 #23-675 - Section Chief, LPG or ELS 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.

