



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

November 28, 2023
NOTICE OF JOB VACANCY
#23-724

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

TITLE: Deputy Attorney General 2
(Special Assistant to the Director)

SALARY: \$110,546.27 to \$158,260.13

LOCATION: [Office of Public Integrity & Accountability](#)
Director's Office
Cedar Knolls, Trenton, or Cherry Hill, NJ
(*Statewide travel between offices required for work responsibilities.*)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Executive Director of the Office of Public Integrity and Accountability (OPIA), Attorney General, or other executive officers in the Division or Department of Law and Public Safety (the "Department"), serves as a Special Assistant; 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; works directly with the Director and/or Attorney General's Executive Leadership Team on Division and Department projects and initiatives; acts as a liaison with other Department divisions and agencies on priority operational and legal issues; assists with analysis, comment and coordination of proposed legislation; performs extensive research and writing on complex legal issues and those of first impression; 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 experience as a practicing attorney, one (1) 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.

PREFERENCE: Preference will be given to candidates with excellent written and oral communication skills; demonstrated ability to work with a variety of stake-holders; noted ability to effectively time-manage to complete tasks in an expedited manner; and extensive experience researching and writing comprehensive briefs and memorandum on complex and nuanced areas of law.

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 above. 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.

RESUME NOTE: Eligibility determinations are based upon the 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.

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, please send a cover letter indicating interest in job vacancy announcement #23-724, a current resume, and a completed Division of Criminal Justice Application for Employment, found at: www.njoag.gov/dcjapply/ to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **December 12, 2023**. Current DCJ attorneys need only send a resume and cover letter to be considered.

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.

