



## 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

TAHESHA L. WAY  
Lt. Governor

ERIN ZIPPEL  
Chief Administrative Officer

### December 26, 2023 NOTICE OF JOB VACANCY #23-751

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

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

**LOCATION:** [Division of Law](#)  
Director's Office  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under the direction of the Director of the Division of Law, assists with litigation and functions necessary for the efficient operations of the Division with a specific emphasis on the Litigation Practice Group ("LPG"); works on policy and guidance for statewide affirmative initiatives and priority projects advanced by the LPG; assists with interpretation and analysis of law, regulations and other official instrumentalities; performs extensive research and writing on complex legal issues; 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 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 possess strong employment litigation experience with demonstrated ability to handle civil and/or employment litigation cases.

**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](mailto:SAME@csc.nj.gov), or call CSC at 609-292-4144, option 3.

**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.

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 submit for consideration via the DOL online attorney application portal found here: [www.njoag.gov/dolatty/](http://www.njoag.gov/dolatty/) indicating interest in vacancy #23-751. All items must be submitted on or before the closing date of **January 26, 2024** via the DOL online attorney application portal.

*Current DOL employees need only send a current resume and cover letter to DOL Applicant [DOL.Applicant@law.njoag.gov](mailto:DOL.Applicant@law.njoag.gov) and must indicate #23-751 Special Assistant to the Director 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.

