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Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Administrator

May 16, 2018
NOTICE OF JOB VACANCY
#18-124

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

TITLE: Deputy Attorney General 1
(Bureau Chief)

SALARY: \$91,735.50 to \$128,425.42

LOCATION: Division of Criminal Justice
Appellate Bureau
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under administrative direction of the Director of the Division of Criminal Justice (the "Division"), Attorney General or other executive officers in the Division or Department of Law and Public Safety (the "Department"), the Bureau Chief has managerial and oversight responsibility of the Appellate Bureau (the "Bureau"), including attorneys and administrative support personnel, charged with litigating the most significant criminal appeals in New Jersey; will develop and decide legal strategies for all criminal matters pending in the New Jersey Supreme Court, as well as cases of statewide significance in lower state courts and federal courts; will review all Supreme Court briefs, all Supreme Court petitions for certification and certiorari and all significant Appellate Division briefs addressing issues of statewide importance; will participate and oversee in strategy sessions and moot courts for all Supreme Court and significant Appellate Division appeals; will decide the assignment or referral of all appeals from criminal convictions; will provide legal counsel to appellate and trial prosecutors within the Division and to the 21 County Prosecutors' Offices and often meets with appellate prosecutors state-wide to discuss legal and procedural issues of common interest and concern; will ensure that the Bureau provides support to Deputy Attorneys General within the Division preparing for trial in the Law Division and that there is prompt and effective responses to legal inquiries from within the Division and Department; will oversee the case reviews with attorneys, performance assessments of all staff and administrative personnel, including two Deputy Bureau Chiefs; will perform other related duties as 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 required.

EXPERIENCE: Five (5) years of experience as a practicing attorney, two (2) years of which shall have been in a supervisory capacity.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey, as travel throughout the State is essential to the position.

PREFERENCE: Preference will be given to candidates with extensive appellate experience in criminal law; demonstrated ability to work effectively with a broad cross-section of stakeholders, such as County Prosecutors; and must possess excellent written and oral communications skills.

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.

If interested, please send a cover letter indicating job vacancy #18-124 and current resume before the closing date of May 30 2018 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0085

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.

