



State of New Jersey

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

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

July 24, 2020

AMENDED NOTICE OF JOB VACANCY #20-192

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: Deputy Attorney General 2
(Assistant Section Chief)

SALARY: \$79,247.71 to \$114,890.41

LOCATION: Division of Law
Administrative Practice Group
The Community Affairs, State and Elections Section
Richard J. Hughes Justice Complex
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

The Community Affairs, State and Elections Section (CASE) provides legal representation and counsel to the Department of Community Affairs, Department of State, Civil Service Commission, Government Records Council, New Jersey Racing Commission and Second Injury Fund. Within the Department of Community Affairs and the Department of State are several divisions, bureaus and programs (listed below) to which the Section provides significant legal advice and representation. The Section's focus is the administrative enforcement of New Jersey's statutes and regulations governing areas such as elections, housing, the safety of buildings and facilities, horse racing, public records retention and production, land use, local government services, municipal finance, and civil service actions. The deputies in CASE have varied assignments including counseling, administrative practice in the Office of Administrative Law, and litigation in the State and federal courts at all stages from pre-trial through all appeals. Finally, the Section represents the Second Injury Fund, which makes benefit payments to totally and permanently disabled workers where the cause of disability was subsequent to a prior disability rendering the worker permanently and partially disabled.

DUTIES: Under the supervision of the Assistant Attorneys General in charge of the Administrative Practice Group in Trenton and/or the Section Chief of the Community Affairs, State and Elections Sections, the Assistant Section Chief (ASC) for the Community Affairs, State & Elections Practice Group in Trenton will be responsible for assisting the Section Chief and Assistant Attorney's General in the oversight and management of the Practice Group. The ASC will assist in oversight and supervision of the Practice Group including oversight of counseling and representation of client agencies; oversight of all aspects of litigation within assigned Sections, including screening of matters, discovery, motion practice, trial work and appellate briefings; oversight of all aspects of transactional matters and counseling assignments; will participate in evaluations of Deputy Attorneys General and, will perform other 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 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.

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 qualified, applicants must complete a Division of Law attorney application for employment, found at www.nj.gov/oag/dol-hiring. While completing the application you will be instructed to upload supporting documents including but not limited to: a resume, cover letter indicating interest in vacancy #20-192, a copy of your Certificate of Good Standing with the Supreme Court of New Jersey, a legal writing sample (unedited by others), a copy of your unofficial law school transcripts (self-prepared transcripts are not accepted), and an Affirmative Action form. All items must be submitted together, in one package, on or before the closing date of August 21, 2020.

Current Division of Law employees need only submit a resume and cover letter to:

DOL.Applicant@law.njoag.gov

Current DOL employees must indicate Assistant Section Chief, CASE 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.

