



Volunteer Associates in Public Service Program at The New Jersey Attorney General's Division of Criminal Justice

Established under the Criminal Justice Act of 1970, the Division of Criminal Justice (DCJ) exists within the Department of Law and Public Safety, Office of the Attorney General, and is charged with the responsibility to detect, enforce and prosecute the criminal business of the State. Under the Attorney General's leadership, New Jersey has set a national standard for tough enforcement of the State's criminal laws and innovative leadership in the law enforcement community.

The Division investigates and prosecutes crimes of statewide significance and supersedes county prosecutions when necessary. In addition to its direct law enforcement operations, the Division provides oversight, coordination and training standards for New Jersey law enforcement at the state, county and municipal levels, to ensure the safety and security of all New Jersey citizens. Post-conviction, the Division of Criminal Justice possesses primary responsibility for all New Jersey Supreme Court litigation involving criminal cases, handles all appellate work generated by DCJ prosecutions and litigates appeals of statewide significance.

The Division of Criminal Justice has volunteer assignments within a variety of bureaus and units:

- Appeals - including Federal, NJ Supreme Court and Appellate Division litigation
- Insurance Fraud - including Civil Penalties in Auto and Medical Insurance, and Medicaid Fraud
- Major Crimes - including Bias Crime, Labor, Human Trafficking, Forfeiture and Motor Vehicle Commission Initiative
- Prosecutors and Police Supervision – including Police Training Commission, DCJ Training Academy, State Office of Victim-Witness Advocacy, State Medical Examiner's Office, State CODIS-DNA Program, and Grants Administration

Volunteer Associates will be exposed to a variety of substantive areas of the law, and are expected to have excellent legal research, legal writing, and interpersonal communication skills.

Beyond performance of the responsibilities assigned by each Volunteer Associate's supervisor, associates are provided opportunities to observe Deputy Attorneys General appearing before the Criminal Division, Law Division, Appellate Division, and, occasionally, the New Jersey Supreme Court.

Volunteer Associate applicants should express their interest in multiple specific Bureaus within the Division as well as any geographic preference. Those preferences will be shared with the Volunteer Associate coordinators within each Bureau. Effort will be made to accommodate mutual interest, but no particular assignment is guaranteed.

Participants will be asked to make a commitment to the program for a minimum of three months, for at least 20 hours a week – sufficient time to assure the objectives of the program are met, while allowing flexibility to seek other employment. Participants able to commit to longer periods of time or who decide to stay on for a longer duration may be afforded greater opportunities to assume responsibility in litigation assignments. Participants who have fulfilled the commitment and obtain full time legal employment or decide to leave for other reasons will be expected to give reasonable notice and to act as responsible professionals in the finalization or transfer of work responsibilities. Voluntary Associates are subject to the Rules of Professional Conduct and other ethics standards of the Department, including the Conflicts of Interest Law. Assignments will be made in a manner to avoid potential conflicts of interest if at all possible.

DCJ Geographic Locations /Bureaus

Richard J. Hughes Justice Complex - 25 Market Street, Trenton, New Jersey

- Major Crimes Bureau
- Appellate Bureau
- Prosecutors Supervision Bureau

Cherry Hill - 5 Executive Campus, Cherry Hill, New Jersey

- Major Crimes Bureau
- Office of Insurance Fraud Prosecutor

Lawrenceville - 3131 Princeton Pike, Building #3, Suite 100

- Office of Insurance Fraud Prosecutor

Whippany - 1 Apollo Drive, Whippany, New Jersey

- Major Crimes Bureau
- Office of Insurance Fraud Prosecutor

HOW TO APPLY: Applicants must submit a cover letter (expressing a preference for an area of the law or type of work and location), resume, unofficial law school transcript, writing sample and two references to:

Deputy Director AAG John Quelch
Division of Criminal Justice
Hughes Justice Complex
25 Market Street - PO Box 085
Trenton, NJ 08625-0085
(609) 984-6500
NJDCJApplicants@njdcj.org

Accepted applicants will be required to complete a full employment application and pass a background check. Questions concerning the application process may be directed to NJDCJApplicants@njdcj.org.

Name: _____

Date: _____

Current Address: _____

Telephone: _____

Permanent Address: _____
(if different)

Telephone: _____

Admitted to Practice Law: State and Year _____

If not a member of the New Jersey Bar, give date on which New Jersey Bar exam will be taken:

Educational Record:

Law School: _____

College/University: _____

Location: _____

Location: _____

Date of Admission: _____
(Month & Year)

Date of Admission: _____
(Month & Year)

Date of Graduation: _____
(Month & Year)

Date of Graduation: _____
(Month & Year)

Degree: _____

Major: _____ Minor: _____

Employment Information: Do you have any current affiliation with any law firm? Yes ___ No ___

If Yes, please describe the nature of that affiliation:

Are you receiving any stipend or other compensation (including benefits coverage) from any law firm or third party entity?

Yes ___ No ___

If Yes, please describe the nature and value of the compensation:

Employment Record: (Begin with present position and work back)

I. Name: _____
Address: _____
Position: _____
Duties: _____

Supervisor: _____
Dates in Position: _____
Salary: _____
Reason for Leaving: _____

III. Name: _____
Address: _____
Position: _____
Duties: _____

Supervisor: _____
Dates in Position: _____
Salary: _____
Reason for Leaving: _____

II. Name: _____
Address: _____
Position: _____
Duties: _____

Supervisor: _____
Dates in Position: _____
Salary: _____
Reason for Leaving: _____

IV. Name: _____
Address: _____
Position: _____
Duties: _____

Supervisor: _____
Dates in Position: _____
Salary: _____
Reason for Leaving: _____

References: Set forth at least 2 names. Please provide complete addresses and telephone numbers if available.

1. _____
2. _____

Miscellaneous:

1. Have you ever been convicted of a violation of law other than a motor vehicle violation or been placed in a pre-trial intervention program?

Yes: _____ No: _____

If Yes, please explain:

2. Have you ever been disciplined by an employer, military establishment or educational institution for improper conduct?

Yes: _____ No: _____

If Yes, please explain:

(Note: A response of yes to either or both of the above questions will not necessarily result in a denial of your application)

I hereby certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief.

DATE: _____

SIGNATURE: _____

Attach any other relevant material which you wish to be considered by this office.