



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0080

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

October 1, 2019
NOTICE OF JOB VACANCY
#19-348

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

TITLE: Deputy Attorney General 4 or Deputy Attorney General 3

SALARY: \$65,899.49 to \$95,552.87 \$76,289.01 to \$110,609.88

LOCATION: Office of Equal Employment Opportunity
Station Plaza, Building 4
22 South Clinton Ave.
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the direction of the Director and/or the Deputy Director, Office of Equal Employment Opportunity (EEO) will be responsible for, but not be limited to, interpreting, administering, and enforcing the State Policy Prohibiting Discrimination in the Workplace; working closely with civilian investigators as well as investigators from the Division of State Police to guide/oversee their investigations; conducting intakes and investigations independently, preparing memoranda analyzing the issues, setting forth findings and, where necessary, recommending appropriate remedial and/or corrective action to the Attorney General and/or his designee; training supervisors, employees, and EEO coordinators from the Department's various divisions and agencies on EEO issues; preparing briefs to the Civil Service Commission defending the objectivity and thoroughness of the Department's investigations; and, conducting legal research and providing analysis of employment and privacy issues; performs 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: Deputy Attorney General 4: Two (2) years of experience as a practicing attorney.
Deputy Attorney General 3: Three (3) years of experience as a practicing attorney.

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 candidates with litigation experience; superior writing skills; sound judgment and discretion; ability to work independently; ability to work on multiple tasks; strong analytical ability and listening skills.

SPECIAL NOTE: Current Deputy Attorney General 4 and Deputy Attorney General 3 applicants must be willing to accept a lateral transfer, if selected.

RESUME NOTE: Eligibility determinations are based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a WES evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

RESPONSES MUST INCLUDE A COVER LETTER INDICATING DATE OF NEW JERSEY BAR ADMISSION, RESUME, AND A WRITING SAMPLE (UNEDITED BY OTHERS). RESPONSE PACKAGES WILL BE REVIEWED AND CANDIDATES WILL BE SELECTED FOR AN INTERVIEW ON THE BASIS OF THEIR RESUME AND ALL SUPPORTING DOCUMENTATION SUBMITTED. APPLICANTS WHO DO NOT SUBMIT EVIDENCE OF THE STATED REQUIREMENTS WILL NOT BE CONSIDERED FOR AN INTERVIEW. PLEASE ENSURE THAT YOU INCLUDE A DAYTIME PHONE NUMBER AND INCLUDE YOUR NAME ON YOUR WRITING SAMPLE.

If qualified, please send a cover letter indicating interest in job vacancy #19-348 with date of NJ bar admission, a writing sample (unedited by others) and current resume on or before the closing date of October 31, 2019 to:

Recruitment Coordinator
LPS.HumanResources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0081

Please do not submit your documents in duplicate; choose one delivery method: email or hard copy.

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.

