



State of New Jersey

PHILIP D. MURPHY
Governor

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

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

August 28, 2020
NOTICE OF JOB VACANCY
#20-206

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Alcoholic Beverage Control, for applicants who meet the requirements listed below:

TITLE: Deputy Attorney General 1
(Enforcement Bureau Chief)
SALARY: \$105,495.83 to \$147,689.19
LOCATION: Division of Alcoholic Beverage Control
Enforcement Bureau
140 East Front Street
Trenton, NJ 086255

NUMBER OF POSITIONS AVAILABLE: One (1)

The Enforcement Bureau is the prosecutorial arm of the Division of Alcoholic Beverage Control (ABC). All prosecutions are administrative and could result in license suspension or revocation or payment of a fine in lieu of suspension or revocation. When appropriate, corrective action or license divestiture is required. Cases are prosecuted at the Office of Administrative Law before an Administrative Law Judge and result in "Initial Decisions" that contain recommendations that the Director, can accept, reject or modify in a final agency decision. Final agency decisions are appealable to the Appellate Division as a matter of right. The Bureau also appears in U.S. District Court, U.S. Bankruptcy Court and Superior Court when necessary. The Bureau is responsible for appeals and conducts investigations. The Bureau is the primary legal resource for municipalities regarding the ABC Act and assists the non-legal bureaus.

Under direction of the Director, Division of Alcoholic Beverage Control provides confidential advice to the Director regarding administrative matters, legal counsel regarding the Alcoholic Beverage Control Act, procedures, policies, precedent, enforcement (agency practice, legal analysis, enforcement, prosecution, etc.), and Office of Administrative Law regulations. Assists Director and other bureaus in developing and implementing agency policy. Prepares correspondence, memoranda to or on behalf of the Director as well as notices to the industry and special rulings for the Director. Provides other Bureaus legal and non-legal advice so they can implement the agency's mission. Interacts with local officials and other state and federal agencies. Acts as a resource to the industry, local issuing authorities and outside attorneys. Provides guidance to local law enforcement and municipal ABC boards and attorneys. Supervises DAsG and professional administrative staff; assigns work assignments and completes performance evaluations. Responsible for prosecution, disqualification removal, rehabilitation permit and temporary work letter applications. Receives, reviews, assigns and processes investigation reports submitted by Investigations Bureau and makes preliminary determinations. Supervises or assists in litigation in forums other than those before the Director. Trains attorneys in general law and litigation techniques and strategies.

DUTIES: The Enforcement Bureau Chief will serve in the Civil Service title of Deputy Attorney General 1; the Civil Service definition of the position and associated duties can be found in the job specification on file with the Civil Service Commission at: <https://info.csc.state.nj.us/jobspec/30468.htm>.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice law in the State of New Jersey is 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 only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PREFERENCE: Preference may be given to candidates who have a working knowledge of the Alcoholic Beverage Control Act and its implementing regulations, a strong litigation background, familiarity with Division case law, precedent and policies, knowledge of Division and Office of Administrative Law procedural rules and case law regarding litigation and familiarity with alcoholic beverage industry and the three-tier system of distribution.

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 an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #20-206 and current resume on or before the closing date of September 27, 2020 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

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.

