



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

October 8, 2020
NOTICE OF JOB VACANCY
#20-236

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

TITLE: Assistant Attorney General
(Counsel to the Director)

SALARY: \$106,194.89 to \$148,663.37

LOCATION: Division of Criminal Justice
25 Market Street
Trenton, NJ
(*Statewide travel required for work responsibilities*)

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"), Counsel to the Director provides legal advice and guidance to the Director on criminal justice matters that have statewide significance. Counsel to the Director is responsible for conducting extensive and comprehensive legal research that guides the implementation of internal and statewide policies; drafts Attorney General Directives and Guidelines; manages working group discussions with stakeholders on a variety of topics; works on statewide initiatives and priority projects; manages bureaus/units assigned to Counsel, which includes oversight of all employees within the bureau/unit and management of the bureau/unit functions; assists County Prosecutors with specialized litigation; provides legal advice and serves as a liaison and coordinator between the Department and County Prosecutors' Offices on a variety of statewide law enforcement and policy issues; develops guidelines, policies, directives, and protocols for prosecutors and law enforcement; provides training on legal and law enforcement subject-matters, as needed; performs work of a complex nature concerning areas related to detection and prosecution of criminal activities; assists with interpretation and analysis of law, regulations, and other official instrumentalities; participates in project work related to legal activities involving federal and local jurisdictions and other state entities; acts as a liaison with other Department divisions and agencies on operational and legal issues; performs extensive research and writing on complex legal issues; performs other related duties as assigned or 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 is required.

EXPERIENCE: Four (4) years of professional legal experience as an attorney at law of the State of New Jersey in the area of the specialty or, three years of professional legal experience as an attorney for State or Federal administrative agencies which shall have involved a significant amount of the specialized legal work, or, two years of unique specialized legal experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to applicants with a demonstrated ability to work effectively with a broad cross-section of stakeholders; who possess excellent written and oral communication skills; noted ability to complete tasks in an expedited manner; extensive experience researching and writing comprehensive briefs and memorandum on complex and nuanced areas of law; and with a comprehensive knowledge of Attorney General Guidelines and Directives.

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 may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #20-236 a current resume, a writing sample (unedited by others), and a completed Division of Criminal Justice Application for Employment, found at: <https://www.nj.gov/oag/dcj/pdfs/DCJ--Employment-Application-v03.27.18.pdf>, on or before the closing date of October 28, 2020. Current Division of Criminal Justice employees need only send a resume and cover letter. Required documents must be sent in one package to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

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

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.

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.

