



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

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

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Acting Administrator

January 22, 2020
NOTICE OF JOB VACANCY
#20-34

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

TITLE: Deputy Attorney General 2
(Special Assistant to the Chief of Staff)

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

LOCATION: Division of Criminal Justice
Director's Complex
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Chief of Staff or other supervisory official in the Division of Criminal Justice, assists with administrative activities necessary for the efficient functioning of the Division; works on policy and guidance for statewide initiatives and priority projects; assists with bureaus assigned to the Chief of Staff; 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 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.

PREFERENCE: Preference will be given to candidates with excellent written and oral communication skills; demonstrated ability to work with a variety of stake holders; noted ability to effectively time manage to complete tasks in an expedited manner; and extensive experience researching and writing comprehensive briefs and memorandum on complex and nuanced areas of law.

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 #20-34 and current resume on or before the closing date of February 22, 2020 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0085

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.

