



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

July 9, 2020 NOTICE OF JOB VACANCY #20-45

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

TITLE: Deputy Attorney General 4 or Deputy Attorney General 3

SALARY: \$82,527.28 to \$117,772.00 \$94,875.68 to \$135,667.91

LOCATION: Division of Administration
Ethics & Compliance Office
25 Market Street, 3rd Floor
Trenton, New Jersey 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Department's Chief Ethics & Compliance Officer, the Deputy Attorney General, Ethics & Compliance, will provide legal support to the newly created Ethics & Compliance Office. The DAG, Ethics & Compliance, will assist in the execution of compliance reviews, employee-related investigations and internal audits. This individual also will serve as an Ethics Liaison Officer for the Division of Administration and Office of the Attorney General.

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: 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 attorneys who have experience performing investigations, writing or reviewing investigative reports, and with application of government policies, rules and regulations. Preference will also be given to attorneys who have experience interpreting the Uniform Ethics Code and Conflicts of Interest Law.

SPECIAL NOTE: Current Department employees appointed to a Deputy Attorney General title 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 an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

RESPONSES MUST INCLUDE A COVER LETTER, RESUME, CERTIFICATE OF GOOD STANDING WITH THE NJ SUPREME COURT, COPY OF LAW SCHOOL TRANSCRIPTS AND A WRITING SAMPLE. 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 ALL REQUESTED DOCUMENTATION WILL NOT BE CONSIDERED FOR AN INTERVIEW.** PLEASE ENSURE THAT YOU INCLUDE A DAYTIME PHONE NUMBER ON YOUR COVER LETTER.

If qualified, please send all requested materials, indicating interest in job vacancy #20-45 on or before the closing date of August 8, 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.

