



State of New Jersey

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

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

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

July 25, 2024 NOTICE OF JOB VACANCY #24-309

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Office of the Insurance Fraud Prosecutor, for applicants who meet the requirements specified below:

TITLE: Deputy Attorney General 2
(Assistant Bureau Chief)

SALARY: \$118,419.93 to \$169,532.19

LOCATION: [Office of the Insurance Fraud Prosecutor](#)
Private Insurance Bureau
25 Market Street, Trenton NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Bureau Chief/Deputy Attorney General 1, the Assistant Bureau Chief will supervise the work of the Office of the Insurance Fraud Prosecutor – Private Insurance Bureau, which investigates and prosecutes crimes related to insurance fraud. This supervisory position will interpret and enforce laws and regulations; participate in legal and related activities involving federal and local jurisdictions and other State entities; draft memoranda of law; handle all aspects of case litigation including, but not limited to, case assessment, research, discovery coordination, grand jury presentations, court appearances, pre-trial preparation, trial practice, court filings (motions, briefs, sentencing documents), attorney correspondence, and case management; serve on various task forces and working groups for the Division or LPS; work on special projects and initiatives; and perform other related work as needed. This position may also require non-traditional work hours, on an as-needed basis, including evenings and weekends, on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities.

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.

PREFERENCE: Preference will be given to candidates who possess prior trial experience; experience arguing motions and detention hearings; familiarity with eCDR and search warrant systems; and/or experience reviewing search warrants, communications data warrants, and complaints for submission to the court.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume, employment application, including required supporting documents (JD transcripts). Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

HOW TO APPLY: If qualified, please submit a cover letter indicating interest in job vacancy announcement #24-309 with a current resume, copy of your unofficial law school transcripts, and a completed Division of Criminal Justice Application for Employment found at: www.njoag.gov/dcjapply/ to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **August 25, 2024**. *Current Division of Criminal Justice employees need only send a resume and cover letter.*

Applications submitted directly to the Division of Criminal Justice will not be considered.

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.

