



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

MATTHEW J. PLATKIN
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

January 11, 2022 NOTICE OF JOB VACANCY #23-06

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

TITLE: Deputy Attorney General 2

SALARY: \$110,546.27 to \$158,260.13

LOCATION: Office of the Attorney General
Office of Diversity, Equity, and Inclusion **OR** Office of the Attorney General
25 Market Street Office of Diversity, Equity, and Inclusion
Trenton, NJ 08625 Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1) – Location preference required.

DUTIES: Under the direction of the Chief Diversity, Equity, and Inclusion Officer (CDEIO) or other supervisory official in the Office of Diversity, Equity, and Inclusion (ODEI) for the Department of Law and Public Safety, (“LPS” or the “Department”) will participate in the planning, development, and implementation of the Department’s diversity, equity, and inclusion (“DEI”) policies, programs and initiatives. In collaboration with ODEI team members, duties include: providing programmatic support for fostering DEI in the Department’s talent pipeline, as part of LPS’s recruiting efforts, and in LPS talent development initiatives; developing and supporting employee engagement initiatives and cross-cultural educational communications; providing guidance to, and facilitating the operation of Department’s Employee Resource Groups and/or the LPS Diversity Council; assisting in developing and delivering DEI training programs throughout the Department and among agencies over which the Department has oversight; and/or acting as a liaison with relevant Departmental teams to develop and/or implement various DEI initiatives, performs other duties as assigned.

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 essential duties of the position.

PREFERENCE: Preference will be given to applicants who demonstrate a track record of consistent and active participation in fostering diversity and inclusion in an organizational setting with identifiable deliverables and accomplishments. Preferred applicants will have sound legal and ethical judgment and the ability to identify and mitigate risk. Applicants with strong written and oral communication skills are highly preferred (including: both legal and non-legal drafting and writing; group presentations; and/or other forms of public speaking). Preference will be given to those who have a track record of working independently with some supervision, anticipating challenges, and conceptualizing, suggesting, and implementing solutions. Experience in event management, i.e. planning and substantive development, logistics, promotion, and coordinating operations is also preferred. Proficiency with Microsoft Office programs, including Excel and PowerPoint is desired, as well as a willingness to learn new skills. Ability to collaborate and work well in a cross-functional and diverse team and with a broad range of internal and external stakeholders and effective project management experience preferred.

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.

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

If qualified, please send a cover letter indicating interest in job vacancy announcement #23-06 with desired location preference and a current resume on or before the closing date of February 1, 2023 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.

