



## State of New Jersey

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

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

### July 26, 2024 NOTICE OF JOB VACANCY #24-312

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

**TITLE:** Deputy Attorney General 2  
(Special Assistant to the Director)

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

**LOCATION:** [Office of Public Integrity & Accountability](#)  
Executive Staff  
Cedar Knolls, Cherry Hill, OR Trenton, NJ

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

**DUTIES:** Under the direction of the Executive Director, or other supervisory official in the Office of Public Integrity and Accountability, is responsible for management of all document and Open Public Records Act (“OPRA”) requests by the Office. Reviews, tracks, and manages the OPRA request system and coordinates the response to all requests, including identifying and producing responsive records; providing a comprehensive legal review of responsive records; performing necessary redactions (inclusive of video redactions); drafting receipts/responses including concise legal analysis; and working in collaboration with counsel on appellate and related issues. In addition, this position will work closely with the Executive Director and other supervisory officials to craft messaging regarding the mission and operations of the Office; including drafting press releases and statements; responding to press inquiries; and providing clear and consistent communications on behalf of the Office. Works on special projects and initiatives, and performs other related work as required. This position may also require non-traditional work hours, including evenings and weekends.

#### **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 research and writing skills; experience with OPRA; a demonstrated ability to multi-task and work effectively with a broad cross-section of stakeholders; excellent time management skills; and a keen attention to detail.

**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](mailto: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 send a cover letter indicating interest in job vacancy announcement #24-312 with location preference, copy of unofficial law school transcripts, a current resume, and a completed Division of Criminal Justice Application for Employment found at: [www.njoag.gov/dcjapply/](http://www.njoag.gov/dcjapply/) to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) on or before the closing date of **August 26, 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.

HUGHES JUSTICE COMPLEX

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