



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

August 1, 2024 NOTICE OF JOB VACANCY #24-294

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

TITLE: Assistant Attorney General

SALARY: \$172,500.00

LOCATIONS: [Office of Public Integrity & Accountability](#)

Special Investigations Bureau

Cedar Knolls, NJ (North)

AND

Trenton, NJ (Central)

AND

Cherry Hill, NJ (South)

One (1) Vacancy

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(Statewide travel between offices required for work responsibilities).

NUMBER OF POSITIONS AVAILABLE: Three (3) – Location preference required.

DUTIES: Under the direction of the Executive Director in the Office of Public Integrity and Accountability, provides legal advice and guidance on complex criminal-justice matters with statewide significance; conducts extensive and comprehensive legal research that guides the implementation of internal and statewide policies; works on statewide initiatives and priority projects; assists County Prosecutors with specialized litigation; provides legal advice and serves as a liaison and coordinator between the Department and County Prosecutors' Offices; supervises teams of investigators, analysts, and prosecutors in the investigation and prosecution of criminal and other improper conduct; interprets and enforces laws and regulations; performs extensive research and writing on complex legal issues; performs other related duties as assigned or required. 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 professional legal experience as an attorney at law of the State of New Jersey in the area of the specialty or, three years of professional legal experience as an attorney for State or Federal administrative agencies which shall have involved a significant amount of the specialized legal work, or, two years of unique specialized legal experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to candidates with experience in criminal prosecutions and internal affairs investigations, past supervisory experience over legal and investigative staff; demonstrated ability to multi-task and work effectively with a broad cross-section of stakeholders; and excellent written and oral advocacy skills.

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 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 its U.S. equivalency prior to the closing date. Failure to do so will 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.

HOW TO APPLY: If qualified, please submit a cover letter indicating interest in job vacancy announcement #24-294 with location preference, a current resume 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 31, 2024**. *Current employees of the Division of Criminal Justice 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.

