



## 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 5, 2024 NOTICE OF JOB VACANCY #24-347

Opportunities currently exist 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 3

**SALARY:** \$107,853.96 to \$154,226.28

**LOCATIONS:** [Office of the Insurance Fraud Prosecutor](#) Private Insurance Bureau **AND** [Office of the Insurance Fraud Prosecutor](#) Medicaid Fraud Control Unit  
Whippany **OR** Trenton, NJ Whippany **OR** Trenton, NJ  
(*Statewide travel required for work responsibilities.*)

**NUMBER OF POSITIONS AVAILABLE:** Six (6)

**DUTIES:** Under the direction of a Bureau Chief, Assistant Bureau Chief, or other supervisory official in the Office of the Insurance Fraud Prosecutor (OIFP), investigates and prosecutes violations of New Jersey criminal laws relating to private insurance, Medicaid, or the abuse, neglect or financial exploitation of the elderly. In addition, the Deputy Attorney General may handle matters relating to forfeiture or the New Jersey False Claims Act. The Deputy Attorney General will provide legal advice and representation of the State on matters of a complex nature; interpret and enforce laws and regulations; conduct work concerned with the detection and prosecution of criminal activities; provide legal guidance to law enforcement officers; draft memoranda of law; and handle all aspects of case litigation, including, but not limited to, case assessment, research, discovery coordination, grand jury presentations, court appearances, pre-trial preparation, court filings (motions, briefs, sentencing memoranda), attorney correspondence and case management, and trial practice. The Deputy Attorney General will serve on various task forces and working groups for OIFP; mentor less experienced Deputy Attorneys General; work closely with supervisory and executive staff to cultivate, improve, and maintain strong working relationships with local, state, and federal law enforcement partners; 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:** Three (3) years of experience as a practicing attorney.

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

**PREFERENCE:** Preference will be given to candidates with trial experience, excellent written and oral advocacy skills, prosecution experience, and a demonstrated ability to multi-task and work effectively with a broad cross section of stakeholders.

**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 submit a cover letter indicating interest in job vacancy announcement #24-347 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/](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 19, 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.

