



## State of New Jersey

PHILIP D. MURPHY  
Governor

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

MATTHEW J. PLATKIN  
Attorney General

SHEILA Y. OLIVER  
Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

### May 10, 2023 NOTICE OF JOB VACANCY #23-305

Opportunities currently exists in the unclassified service with the Department of Law and Public Safety, Division of Law, for applicants who meet the requirements specified below:

**TITLE:** Deputy Attorney General 2  
(Office Manager)

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

**LOCATIONS:** Division of Law **AND** Division of Law  
Director's Complex Director's Complex  
153 Halsey Street, Newark, NJ 07101 25 Market Street, Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** Two (2) – one in each location; location preference required.

**DUTIES:** Under direction of the Director of the Division of Law, Chief of Staff, Deputy Chief of Staff, or other supervisory official in the Department of Law & Public Safety, assists in the administrative functions of the clerical and administrative staff by supervising and training; oversees the administration of case management systems, timekeeping and others databases or matters for the effective functioning of the Division; will assist with administrative and personnel activities of the Division including, hiring, firing, promoting, disciplinary matters, employee conduct and performance, labor relations, ADA and EEO issues; and acts as a liaison between staff and upper management; performs other related duties as required.

#### 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 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 who demonstrate experience in management/supervising office staff and training.

**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 will result in your ineligibility.

**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 above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

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, applicants must complete a Division of Law attorney application for employment, found at <https://www.njoag.gov/about/divisions-and-offices/division-of-law-home/employment/application/> indicating interest in vacancy #23-305 with desired location preference for Trenton or Newark. All items must be submitted via the DOL online attorney application portal on or before the closing date of **June 10, 2023**.

**Current Division of Law employees need only submit a resume and cover letter to: [DOL.Applicant@law.njoag.gov](mailto:DOL.Applicant@law.njoag.gov)**  
Current DOL employees must indicate #23-305 Office Manager (with location preference for Trenton or Newark) in the subject-line.

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.

