



State of New Jersey

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

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

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

July 30, 2024

NOTICE OF JOB VACANCY #24-340

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

TITLE: Assistant Attorney General In-Charge

SALARY: \$181,700.00

LOCATION: [Division of Law](#)
Appellate Practice Group
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Deputy Director of the Litigation Practice Group (LPG) and/or the Director of the Division of Law, the Assistant Attorney General In-Charge of the Appellate Group will be responsible for the oversight and management of the appeals in the DOL; management of the Appellate Practice Group, including supervising, evaluating, strategizing, analyzing and reviewing all aspects of an appeal from inception through motion practice, briefing and oral argument; serve as a resource to Deputy Attorneys General assigned to represent the clients involved in appeals across all the Division's Practice Groups; may be assigned complex appellate matters for briefing and argument; provide training on appellate practice, writing skills and oral argument presentation; will perform other duties as assigned; will perform other related 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 professional legal experience as an attorney at law of the State of New Jersey in the area of the specialty or, three (3) 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 (2) years of unique specialized legal experience.

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 attorneys that have 5 years of experience in Appellate work.

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 please email: 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, applicants must complete a Division of Law attorney application for employment, including copies of unofficial law school transcripts, found at www.njoag.gov/dolatty/ indicating interest in job vacancy announcement #24-340. All items must be submitted on or before the closing date of **August 30, 2024** via the DOL online attorney application portal.

*Current Division of Law employees need only submit a resume and cover letter to: DOL.Applicant@law.njoag.gov
Current DOL employees must indicate #24-340 – AAG-in-charge, Appellate 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.

