



## 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*

April 26, 2023

### NOTICE OF JOB VACANCY #23-265

**This is a repost of vacancy announcement #23-64; previous applicants need not reapply.**

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  
(Counsel to the Director)

**SALARY:** \$163,000.00

**LOCATION:** Division of Law  
Director's Complex  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the supervision of the Director of the Division of Law, will be responsible for the management of litigation (trial and appeal), contracts and ethics matters within the DOL; will oversee counseling and representation of client agencies; will handle and oversee special projects, Rules of Professional Conduct issues, and bill comments; evaluates attorney performance; and 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 applicants who have: 8+ years' experience as a practicing attorney; significant litigation and investigation experience; and significant management/supervisory experience.

**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.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**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/>.**

**This announcement will remain open the vacancy is filled.**

**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 #23-265 – AAG, Counsel to the Director 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.

