



PHILIP D. MURPHY  
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**State of New Jersey**  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

**November 6, 2023**  
**NOTICE OF JOB VACANCY**  
**#23-668**

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

**TITLE:** Deputy Attorney General 1  
(Unit Chief)

**SALARY:** \$116,045.41 to \$162,458.13

**LOCATION:** [Division of Criminal Justice](#)  
Appellate Unit  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ  
*Statewide travel between offices required for work responsibilities*

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

**DUTIES:** Under the administrative direction of the Deputy Director, Director of the Division of Criminal Justice (the “Division”), or other executive officers in the Division or Department of Law and Public Safety (the “Department”), the Unit Chief will help lead the management and oversight of the Appellate Unit (the “Unit”). The Unit Chief supervises and/or represents the State in litigation matters; and interprets and enforces laws, regulations, and other official instrumentalities. The Unit Chief is responsible for developing and deciding legal strategy for criminal appeals pending in the New Jersey Supreme Court and appellate courts, as well as criminal cases of statewide significance in lower state courts and federal courts; reviews Supreme Court briefs, Supreme Court petitions for certification and certiorari, and all significant Appellate Division briefs; participates in and oversees strategy sessions and moot courts for Supreme Court and significant Appellate Division appeals; provides legal counsel to appellate and trial prosecutors within the Division and to the 21 County Prosecutors’ Offices, and meets with appellate prosecutors state-wide to discuss legal and procedural issues of common interest and concern. The position also ensures that the Unit provides support to Deputy Attorneys General within the Division preparing for trial in the Law Division and that there is prompt and effective responses to legal inquiries from within the Division and Department. The Unit Chief also assigns cases to Deputy Attorneys General; oversees case reviews; authors performance assessments of staff; oversees Unit initiatives and trainings; maintains effective communication with the Deputy Director overseeing the Unit; serves on various task forces and working groups; and performs other related work as required. This position may also require travel between office locations and non-traditional work hours, on an as-needed basis, including evenings 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:** Five (5) years of experience as a practicing attorney, two (2) years of which shall have been in a supervisory capacity.

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

**PREFERENCE:** Preference will be given to candidates with excellent written and oral advocacy skills; extensive appellate experience in criminal law; demonstrated ability to multi-task and work effectively with a broad cross-section of stakeholders; and excellent time management and attention to detail.

**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. You are also required to apply via the NJ CSC SAME website. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-Same@csc.nj.gov](mailto:CSC-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 send a cover letter indicating interest in job vacancy announcement #23-668, a current resume, 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 **December 6, 2023**.

**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.



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