



State of New Jersey

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

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

March 26, 2024 NOTICE OF JOB VACANCY #24-135

Temporary employment services opportunities currently exist with the Department of Law and Public Safety, Division of Law, for applicants who meet the requirements specified below:

TITLE: Special Services
Hourly Deputy Attorney General 4 **OR** Hourly Deputy Attorney General 3

SALARY: \$48.12 to \$68.67 per hour \$55.32 to \$79.11 per hour

LOCATION: [Division of Law](#)
Affirmative Civil Enforcement Newark Practice Group
124 Halsey Street Newark, NJ 07101

NUMBER OF POSITIONS AVAILABLE: Three (3)

The Division of Law, Affirmative Civil Enforcement Newark Practice Group includes seven sections. These sections work to bring affirmative enforcement and litigation against individuals and entities that have caused harm to the State or its citizens. The Division of Law is seeking the services of temporary attorneys, on an hourly basis, as document review attorneys to work on the volume of materials that we anticipate receiving in response to subpoenaed documents regarding gun safety and consumer enforcement matters. Both of these types of matters will result in voluminous document reviews as we subpoena gun manufacturers and certain types of health care providers.

DUTIES: Under the supervision of a Section Chief and/or the Assistant Section Chief, will review documents received in response to subpoenas issues by the Division of Consumer Affairs and/or the Division of Law regarding gun safety and reproductive rights matters; determining the application of privilege and criteria for appropriate redactions; 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 is required.

EXPERIENCE:

DEPUTY ATTORNEY GENERAL 4: Two (2) years of experience as a practicing attorney.

DEPUTY ATTORNEY GENERAL 3: Three (3) years of experience as a practicing attorney.

LICENSE: Appointees 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 with at least one year of document review experience at various stages (initial review, second-level, privilege, redactions, etc.) along with Relativity experience.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

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 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 may 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, applicants must submit for consideration via the DOL online attorney application portal found here: www.njoag.gov/dolatty/ indicating interest in job vacancy announcement #24-135 and desired location preference in the cover letter. All items must be submitted via the DOL online attorney application portal.

This announcement will remain open until all vacancies have been filled.

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.

