



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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MATTHEW J. PLATKIN  
*Attorney General*

TAHESHA L. WAY  
*Lt. Governor*

ERIN ZIPPEL  
*Chief Administrative Officer*

**December 2, 2024**  
**NOTICE OF JOB VACANCY**  
**#24-457**

**This is a repost of vacancy announcement #24-389; previous applicants need not reapply.**

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

**TITLE:** Deputy Attorney General 2  
**SALARY:** \$118,419.93 to \$169,532.19  
**LOCATION:** [Division of Administration](#)  
Office of General Counsel  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ

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

**DUTIES:** Under direction of a supervisory attorney in the Division of Administration and/or the Office of the Attorney General, represents and provides legal counsel to the Department of Law and Public Safety, the Division of Administration, or other entities as prescribed by applicable statutes; performs complex legal work relating to employee relations matter, labor relations matters, employment law, and other matters. Responsibilities include investigating matters, representing management in matters, serving as a hearing officer, drafting reports and memoranda, appearing at labor negotiations; conducting legal research, providing advice and training, and drafting policies; interpreting and applying state and federal statutes, regulations, and policies; and participating in other activities and assigned projects. Supervises personnel and/or participates in planning the effective direction of legal services by the Office of General Counsel; performs other related work 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:** 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.

**SAME APPLICANTS:** If you are applying under the NJ "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 visit <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 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, please submit a cover letter indicating interest in job vacancy announcement #24-457, a current resume, copy of Certificate of Good Standing with the NJ Supreme Court and a copy of your final unofficial transcripts and/or foreign degree evaluation (if applicable) to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) on or before the closing date of **January 2, 2025**.

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.

