# NEW JERSEY DEPARTMENT OF THE TREASURY
## NOTICE OF VACANCY

| POSTING #:<br>2024 – 094- P | ISSUE DATE:<br>June 6, 2024 | CLOSING DATE:<br>July 8, 2024 |
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| **TITLE:** Deputy Public Advocate 1 | **OPEN TO:** General Public |
| **DIVISION:** Rate Counsel | **TITLE CODE** 30736 **RANGE:** M 38 |
| **FUNCTIONAL TITLE:** Litigation Manager | **WORKWEEK:** NL (35 hours) |
| **LOCATION:** 140 East Front Street, Trenton, New Jersey | **SALARY RANGE:** $96,322.28 - $134,846.68 |

### JOB DESCRIPTION

The New Jersey Division of Rate Counsel seeks a Litigation Manager who, under the direction of the Division Director and in collaboration with outside expert consultants, prepares and reviews briefs, discovery, testimony, comments, and reports regarding complex legal and factual issues affecting the regulation of utilities in New Jersey. The Litigation Manager ensures all legal documents prepared by the legal staff are thoroughly reviewed, free of substantive legal errors, and maintains an advocate perspective. The Litigation Manager supervises the managing attorneys, including job performance and daily attendance. Represents the Division at substantive staff meetings, including establishing the Division's position in proceedings, and serves as the Division's Liaison with the BPU and utility companies. Provides daily communication with the Division Director, including summaries on conferences/meetings involving the Division or any legal issues of importance of which the Director needs to be made aware. Assists with preparing settlement negotiations, conference calls with Utilities, and media releases for the press. The Litigation Manager must appear at meetings, public hearings, and evidentiary hearings at the Office of Administrative Law, in the courts, and at legislative-type hearings before administrative agencies; handles complex litigation based on knowledge of the operations, responsibilities, and policies of state and federal regulatory agencies and the businesses, industries and utilities subject to their regulation or control; and performs other related duties upon request. The Litigation Manager is a resource for the other attorneys in the office concerning litigation and policy strategy.

Standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Position offers a comprehensive benefits package including medical, prescription drug and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS

**Education & Experience:** Graduation from an accredited college or university with a law degree.

Five (5) years of experience as a practicing attorney.

**License:** Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey. Appointees must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any State in the United States.

**License:** Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

### IMPORTANT NOTES

**Starting Salary:** In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.

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## GENERAL INFORMATION

**Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**SAME Applicants:** Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit https://nj.gov/csc/same/overview/index.shtml, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

**Veteran's Preference:** Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: http://www.state.nj.us/csc/seekers/veterans.

**Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: https://nj.gov/labor/lwdhome/njfirst/NJFirst.html.

**Work Authorization:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.

## INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on July 8, 2024:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**
**Email address: EmploymentRecruiter@treas.nj.gov**
**(Please list the "2024- 094-P Deputy Public Advocate 1" in the Subject Line)**

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**THIS POSTING IS AUTHORIZED BY:**

*Antoinette Sargent (nr)*
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**Antoinette Sargent, Human Resource Officer**

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*The State of New Jersey is an Equal Opportunity Employer*