



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

May 2, 2023 NOTICE OF JOB VACANCY #23-253

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: Deputy Attorney General 2
(Special Assistant to the Director)

SALARY: \$110,546.27 to \$158,260.13

LOCATION: Division of Law
Financial Affairs & State Contracting Practice Group
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

The Financial Affairs and State Contracting Practice Group (“FAPG”) includes four Sections: Treasury – Finance and Benefits; Treasury – Revenue, Estates and Taxation; Banking and Insurance; and Transportation, Construction and Condemnation. These Sections assist with advice and counseling issues, transactional matters, administrative law cases, trial and appellate cases, state budget and appropriation matters, and public finance matters.

DUTIES: Under the direction of the Director of the Division of Law and the Deputy Director in charge of the FAPG, the Special Assistant to the Director will provide support for and assist with the oversight and management of the FAPG’s operations. The Special Assistant will assist with strategic planning and coordination of various matters, cases and projects across the FAPG. The Special Assistant will support and participate in all aspects of matters, cases and projects, which may include direct handling of certain client representations, screening of matters, advice and counseling on matters, assistance on state budget and appropriation matters, pre-litigation counseling, monitoring of litigation matters. The Special Assistant will assist with administrative activities necessary for the efficient functioning of the Division with specific emphasis on the FAPG. The Special Assistant will also work on policy and guidance for statewide initiatives and priority projects advanced by FAPG; work on finance, budget and state contract; work on tax and bankruptcy issues; assist with interpretation and analysis of law, regulations and other official instrumentalities; performs extensive research and writing on complex legal issues; performs other related duties as assigned or 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.

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.

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 above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

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 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/> **on or before the closing date of June 2, 2023.**

***Current Division of Law employees need only submit a resume and cover letter to:
DOL.Applicant@law.njoag.gov***

Current DOL employees must indicate #23-253 – DAG 2, Special Assistant FAPG 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.

