



## 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*

TAHESHA L. WAY  
*Lt. Governor*

ERIN ZIPPEL  
*Chief Administrative Officer*

### March 25, 2025 AMENDED NOTICE OF JOB VACANCY #25-102

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](#)  
Director's Office  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ

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

**DUTIES:** Under the direction of the Director of the Division of Law, the Special Assistant to the Director will provide support for and assist with the oversight of the Financial Affairs Practice Group's (FAPG) operations on behalf of the Director. The Special Assistant will assist with strategic planning and coordination of various matters, cases and projects across the FAPG on behalf of the Director. 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 on behalf of the Director. 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.

**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](mailto: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 upload a cover letter indicating interest in job vacancy announcement #25-102, a completed DOL application for employment found here: [www.njoag.gov/dolatty/](http://www.njoag.gov/dolatty/), a current resume including bar admissions with dates, copy of NJ Certificate of Good Standing, a legal writing sample, a copy of your final unofficial undergraduate and JD transcripts, and/or foreign degree evaluation (required of all applicants) to the Recruitment Coordinator via the following [link](#) on or before the closing date of **April 27, 2025**. *Current Division of Law employees need only send a resume and cover letter.*

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.

