



PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

February 16, 2024
NOTICE OF JOB VACANCY
#24-30

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: Assistant Attorney General
(AAG In Charge of the Financial Affairs & State Contracting Practice Group)

SALARY: \$158,000.00

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)

DUTIES: Under the supervision of the Deputy Director of the Financial Affairs & State Contracting Practice Group (FAPG) and/or the Director of the Division of Law, the Assistant Attorney General In-Charge of the FAPG will be responsible for the oversight and management of the Financial Affairs Practice & State Contracting Practice Group, in Trenton; will oversee and supervise the work of the assigned Sections within the Practice Group; will oversee counseling and representation of client agencies of the practice group; will oversee all aspects of litigation within assigned Sections, including screening of matters, discovery, motion practice, trial work and appellate briefings; will oversee all aspects of transactional matters and counseling assignments; will participate in evaluations of Section Chiefs and Assistant Section Chiefs; and, will perform other duties as assigned.

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 professional legal experience as an attorney at law of the State of New Jersey in the area of the specialty or, three (3) years of professional legal experience as an attorney for State or Federal administrative agencies, which shall have involved a significant amount of the specialized legal work, or, two (2) years of unique specialized legal experience.

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 above. For more information on the SAME Program please email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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.

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 www.njoag.gov/dolatty/ indicating interest in vacancy #24-30. All items must be submitted on or before the closing date of **March 16, 2024** via the DOL online attorney application portal.

*Current Division of Law employees need only submit a resume and cover letter to: DOL.Applicant@law.njoag.gov
Current DOL employees must indicate #24-30 – AAG, FASCPG 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.

