



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

February 8, 2024 NOTICE OF JOB VACANCY #24-040

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

TITLE: Deputy Attorney General 4 **OR** Deputy Attorney General 3
SALARY*: \$90,643.87 to \$129,354.76 \$104,206.72 to \$149,010.97

LOCATIONS: [Division of Criminal Justice](#)
Various Units
Trenton, Cherry Hill, Whippany, Atlantic City, and Hamilton, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: (25) Twenty-Five – Location preference required.

DUTIES: Under the direction of a Unit Chief, Deputy Unit Chief, or other supervisory official in the Division of Criminal Justice (“the Division”), Department of Law and Public Safety (“LPS”), prosecutes violations of New Jersey criminal laws, focusing on high-impact cases that require significant or highly specialized litigation resources. This Deputy Attorney General will interpret and enforce laws and regulations; conduct work concerned with the detection and prosecution of criminal activities; provide legal guidance to law enforcement officers regarding same; draft memoranda of law; and handle all aspects of case litigation, including but not limited to case assessment, research, discovery coordination, grand jury presentations, court appearances, pre-trial preparation, court filings (motions, briefs, sentencing memoranda), attorney correspondence and case management, and trial practice. Serves on various task forces and working groups for the Division or LPS; works closely with supervisory and executive staff to cultivate, improve and maintain strong working relationships with local, state, and federal law enforcement partners; work on special projects and initiatives; and perform other related work as needed. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice.

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:

DEPUTY ATTORNEY GENERAL 4: Two (2) years of experience as a practicing attorney.
DEPUTY ATTORNEY GENERAL 3: Three (3) years of experience as a practicing attorney.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

SPECIAL NOTE: Current Department employees appointed to a Deputy Attorney General 4 or 3 title must be willing to accept a lateral transfer, if selected.

***SALARY NOTE:** For newly hired individuals, the starting salary and title will be determined by the Department commensurate with experience. Salary offers and titles are non-negotiable and will fall within the range posted.

PREFERENCE: Preference will be given to candidates who possess at least five (5) years of criminal litigation experience, as well as demonstrated experience investigating and prosecuting criminal offenses in the State of New Jersey; trial experience; and excellent written and oral advocacy skills.

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 email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

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 its U.S. equivalency prior to the closing date. Failure to do so may 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, please send a cover letter to the Recruitment Coordinator indicating interest in job vacancy announcement #24-040 with location preference, a current resume, and a completed Division of Criminal Justice Application for Employment, found at: www.njoag.gov/dcjapply/ via email at jobs@njoag.gov. *Current DCJ employees need only send a resume and cover letter to be considered for a lateral transfer.*

**Applications submitted directly to the Division of Criminal Justice will not be considered.
This announcement will remain open until all vacancies have been filled.**

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.

