



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

November 13, 2024
NOTICE OF JOB VACANCY
#24-431

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

TITLE: Deputy Attorney General 3

SALARY: \$107,853.96 to \$154,226.28

LOCATION: [Division of Administration](#)
Office of Equal Employment Opportunity
22 South Clinton Avenue
Trenton, NJ 08625
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under direction of the Director, Office of Equal Employment Opportunity (EEO), or other supervisory official within the Division of Administration: the deputy will conduct work of a complex nature, including but limited to investigating complaints of discrimination; coordinating the work activities of investigative staff and overseeing investigations; conducting interviews; reviewing investigation reports, researching relevant law and drafting EEO determination memoranda and letters regarding internal complaints of discrimination; reviewing EEO complaints and making recommendations on how to proceed on each case; researching and developing training programs on specialized areas and presenting those trainings, as well as trainings on the State Anti-Discrimination Policy to all department staff including executive level staff, attorneys and supervisors; conducting liaison activities with other Department staff on EEO related matters, coordinating and monitoring the work activities of lower grade Deputy Attorneys General; conducting investigations for other units within the Division of Administration on as needed basis; assisting with the review of documents and providing responses to Brady-Giglio and discovery related requests. Performs other functions as required. This position may 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, and may also require travel to perform the responsibilities.

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: Three (3) years of experience as a practicing attorney.

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 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 submit a cover letter indicating interest in job vacancy announcement #24-431, a current resume, copy of Certificate of Good Standing with the NJ Supreme Court and a copy of your final unofficial transcripts and/or foreign degree evaluation (if applicable) to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **December 13, 2024**.

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.

