



PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

**State of New Jersey**  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

**August 21, 2023**  
**NOTICE OF JOB VACANCY**  
**#23-492**

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

**SALARY:** \$155,000.00

**LOCATION:** [Division of Law](#)  
Department of Children & Families 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 Director or Deputy Director of the Division of Law, the Assistant Attorney General in charge of the Department of Children & Families Practice Group will be responsible for the oversight and management of the Practice Group; will oversee and supervise the work of the sections within the Practice Group; will oversee counseling and representation of client agencies of the practice group; will oversee all aspects of litigation, including screening of matters, discovery, motion practice, trial work and appellate submissions; will oversee all aspects of transitional 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.

**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](mailto: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 [www.njoag.gov/dolatty/](http://www.njoag.gov/dolatty/) indicating interest in vacancy #23-492. All items must be submitted on or before the closing date of **September 21, 2023** 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](mailto:DOL.Applicant@law.njoag.gov)  
Current DOL employees must indicate #23-492 – AAG, DCFPG 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.

