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Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Administrator

July 13, 2018
NOTICE OF JOB VACANCY
#18-159

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: \$106,194.89 to \$148,663.37
(Departmental salary cap at \$128,000.00)
LOCATION: Division of Law
Department of Children & Families Practice Group
283-299 Market Street
Gateway 2, 8th floor
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Director or Deputy Director of the Division of Law is the Assistant Attorney General in charge of the Department of Children & Families Practice Group in Newark, will be responsible for the oversight and management of the 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 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.

If interested, applicants must complete a Division of Law attorney application for employment, found at http://www.nj.gov/oag/law/pdf/dagapp-form-fill_rev012618.pdf and then send the completed application along with a resume, cover letter indicating vacancy #18-159, a copy of your Certificate of Good Standing with the Supreme Court of New Jersey, a legal writing sample with your name on it, and a copy of your unofficial law school transcript. All items must be sent together, in one package, before the closing date of July 27, 2018 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081, Trenton, NJ 08625-0085

Current Division of Law employees need only send a resume and cover letter.

ALL ITEMS MUST BE SUBMITTED TOGETHER IN ONE PACKAGE.

If submitting your documents via email you must include #18-159 in the subject-line.

Please do not submit your documents in duplicate; choose one delivery method: email or hard copy.

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.

