



## State of New Jersey

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

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

### October 29, 2024 NOTICE OF JOB VACANCY #24-422

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

**TITLE:** Assistant Attorney General

**SALARY:** \$178,250.00

**LOCATION:** [Office of the Attorney General](#)  
Office of Alternative Community Responses  
Law Enforcement-led Alternative Policy and Programming Bureau (LEAPP)  
Trenton or Newark, NJ

**NUMBER OF POSITIONS AVAILABLE:** One (1) – Location preference required

**DUTIES:** Under the administrative direction of the Office of Alternative and Community Responses (OACR) Director and Deputy Director, LEAPP is responsible for the statewide implementation of the Department's ARRIVE Together program and supports the OACR Director in expanding, developing, and maintaining ARRIVE models across New Jersey. The Bureau also oversees other law enforcement-led alternative responses and grant compliance related to the Department's Opioid Response Teams, the Law Enforcement Assisted Diversion Program (LEAD), Operation Helping Hand, and other current or future programs as assigned by the OACR Director. This position will not only lead OACR's work related to law enforcement alternative response models, they will also ensure the collaboration and coordination of the work being done in OACR's Diversionary Policy Bureau and Opioid Prevention and Response Bureau. Will provide direct counsel to the Director and Deputy Director related to law enforcement collaborations to ensure statewide consistency, collaboration and support and will work collaboratively to advance the overarching mission and goals of OACR.

### **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 "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 please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**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 #24-422 with desired location preference, a current resume, copy of your Certificate of Good Standing with the NJ Supreme Court and a copy of your final unofficial law school transcripts and/or foreign degree evaluation, (for education credit), to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) on or before the closing date of **November 29, 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.

