



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

November 1, 2024 NOTICE OF JOB VACANCY #24-403

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

TITLE: Assistant Attorney General
(Director, Office of Equal Employment Opportunity)

SALARY: \$178,250.00

LOCATION: [Division of Administration](#)
Office of Ethics and Compliance
Office of Equal Employment Opportunity
22 South Clinton Avenue, Building 4
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Chief Ethics & Compliance Officer, Office of Ethics and Compliance, serves as the Director of the Office of Equal Employment Opportunity (EEO) and EEO Officer for the Department of Law & Public Safety; oversees a team of Deputy Attorneys General and Investigators who investigate complaints implicating the EEO policy; makes decisions regarding whether complaints warrant full investigation or some other remedial action; directs and oversees investigations into potential violations of the EEO policy; makes recommendations regarding whether substantiated conduct violates the EEO policy; recommends corrective action for EEO policy violations; oversees training for Department employees on the EEO policy; does related work as required.

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 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.

PREFERENCE: Preference will be given to candidates who have experience investigating discrimination or bias, particularly in workplace settings, and to candidates who have experience overseeing the work of attorneys and investigators. Preference will also be given to candidates with superior writing skills who have experience writing or reviewing investigative reports.

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.

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 or call CSC at (609) 292-4144, option 3.

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 #24-403, 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 1, 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.

