



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

April 7, 2025 NOTICE OF JOB VACANCY #25-106

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: \$178,250.00

LOCATION: [Division of Law](#)
Affirmative Civil Enforcement Practice Group
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Assistant Attorney General/Deputy Director in charge of the Affirmative Civil Enforcement Practice Group in Newark and/or the Director of the Division of Law, the Assistant Attorney General will oversee and supervise the work of assigned Sections within the Practice Group; will oversee representation of client agencies; will oversee all aspects of litigation within the Sections, including screening of matters, pre-litigation investigation, pleadings, discovery, motion practice, settlement negotiation, mediation, trial work, appellate briefings, and multistate efforts; 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.

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.

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.

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 upload a cover letter indicating interest in job vacancy announcement #25-106, a current resume including bar admissions with dates, copy of NJ Certificate of Good Standing, a legal writing sample, a copy of your final unofficial undergraduate and JD transcripts and/or foreign degree evaluation to the Recruitment Coordinator via the following [link](#) on or before the closing date of **May 7, 2025**. *Current Division of Law employees need only send a resume and cover letter. Applications will not be accepted via email.*

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.

