



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

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Attorney General

ERIN ZIPPEL
Chief Administrative Officer

October 23, 2024
AMENDED NOTICE OF JOB VACANCY
#24-419

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: \$172,500.00
LOCATION: [Office of the Attorney General](#)
Office of Alternative Community Responses
Director's Office
Trenton or Newark, NJ
(*Statewide travel required for work responsibilities.*)

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, will set policy for, and oversee, initiatives and programming led by OACR, the Division of Criminal Justice, and the 21 County Prosecutors' Offices that involve the courts or criminal justice system and are diversions to prosecution and incarceration; serve as the statewide point of contact related to all diversionary programs and strategies; lead and/or provide expertise and guidance to Divisions and Offices within the Department of Law and Public Safety (LPS) in developing new diversionary strategies, programs, policies, and protocols, particularly as they relate to mental health, special needs, substance use disorder and recovery, and other issues and situations that can be better addressed by alternatives to involvement in the criminal justice system. The Assistant Attorney General shall oversee and/or help coordinate the roles of LPS, the Administrative Office of the Courts, and the County Prosecutors' Offices in all existing and future diversionary programs, including the implementation of the Statewide Mental Health Diversion Program established by P.L.2023, C. 188; may assist in litigation; draft and oversee grant opportunities related to diversionary programming; draft and ensure compliance with statewide policies; and conduct, coordinate, or assist in education and training related to these programs and policies. Will serve as the LPS and statewide point of contact for diversionary programs and will work collaboratively with the Director and Deputy Director of OACR and the other Bureaus within OACR to advance the overarching mission and goals of OACR. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice, and may require travel.

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.

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 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 #24-419 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 on or before the closing date of **November 23, 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.

