



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 080
TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

JENNIFER E. FRADEL
Administrator

December 12, 2018
NOTICE OF JOB VACANCY
#18-338

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

TITLE: Deputy Attorney General 2
(Deputy Bureau Chief)

SALARY: \$79,247.71 to \$114,890.41

LOCATION: Division of Criminal Justice
Prosecutors Supervision & Training Bureau
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ
(Statewide travel required for work responsibilities)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under administrative direction of the Bureau Chief/Deputy Attorney General 1, Director of the Division of Criminal Justice (the "Division"), Attorney General, or other executive officers in the Division or Department of Law and Public Safety, the Deputy Bureau Chief assists the Bureau Chief with management and oversight of the Prosecutors Supervision & Training Bureau ("PS&TB"), which plans, supervises and undertakes the administrative and programmatic duties to fulfill the Attorney General's statutory mandate to exercise general supervisory authority over each of the twenty-one County Prosecutors' Offices and their respective local police departments; PS&TB is divided into Prosecutors Supervision and Training; the Deputy Bureau Chief will be responsible for supervision of the daily functions and staff assigned to Training, which provides training on legal and law enforcement subject-matters throughout the State; assists with matters related to the Division Training Academy ("Academy") and Police Training Commission (PTC) and assigned staff; provides training, certifications, course curriculum and legal counsel to the Academy; assists in revising and updating curriculum and instruction when necessary; and assists in oversight of the Continuing Law Enforcement Affirmative Relations Institute (CLEAR); the Deputy Bureau Chief also assists with the Division's Cultural Diversity, Community Outreach and Community Policing efforts by developing training programs, participating in programming, organizing faith-based outreach programs in communities and coordinating meetings with County Prosecutors' Bias Crimes Liaison Officers and other events to increase citizen relationships with the law enforcement community; the Deputy Bureau Chief assists the Bureau Chief with administrative support and is responsible for assisting, coordinating and successfully implementing various and ongoing special projects for the Director, Attorney General and the Division and represents the Division and/or Attorney General on various Supreme Court committees, councils, specialized committees and advisory groups; the Deputy Bureau Chief will perform other related tasks, 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 required.

EXPERIENCE: Four (4) years of experience as a practicing attorney, one (1) year of which shall have been in a supervisory capacity.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey, as travel throughout the State is essential to the position.

PREFERENCE: Preference will be given to candidates who have working knowledge of Attorney General Guidelines and Directives; a demonstrated ability to work effectively with a broad cross-section of stakeholders; possess excellent written and oral communications skills; and experience in coordinating and training prosecutors and law enforcement.

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, please send a cover letter indicating job vacancy #18-338 and current resume before the closing date of December 26, 2018 to:

Recruitment Coordinator
LPS.Humanresources@lps.state.nj.us

-OR-

Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0085

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.

