

# ANTHONY L. JAMES, ESQ.

anthonyjamesesq@gmail.com

973-280-1632

## EXPERIENCE

May 2023- Present                      **Newark Municipal Court**                      Assistant Municipal Prosecutor                      Newark, NJ

Conducts bench trials and pretrial hearings. Prepares cases for plea negotiations, discovery fulfillment, trial, and all necessary aspects of litigation. Prepares written motions, pleadings, arguments, code enforcement search warrants, and other legal memoranda. Works on various projects assigned by the chief municipal prosecutor. Participates in ongoing legal education to remain up to date on criminal law and municipal law.

December 2022- Present                      **Orange Municipal Court**                      Public Defender                      Orange, NJ

Reviews police reports, witness statements, and other physical evidence for legal defense determinations. Conducted a variety of legal research, analysis, document preparation related to cases to determine arguments and potential case outcomes. Drafts motions, negotiate plea arrangements, and conduct detailed review of discovery. Conducts preliminary hearings, trials, and other hearings.

April 2018- May 2019                      **City of Newark Law Department**                      Chief of Staff                      Newark, NJ

Formulated management policy as a member of the executive management team. Directly supervised a team of corporate counsels and other members of the legal department. Primary advisor to the Corporation Counsel and serve as a liaison between Law Department and other Department directors on a variety of legal issues. Lead efforts to interview and hire new assistant corporation counsels. Oversaw drafting, reviewing, and legal researching of legislation to the Municipal Council for vote. Approved policies developed within various sub-functions and departments. Comprehensive knowledge and execution of the administrative and legal functions of each sub-department within the Law Department.

September 2017 - April 2018                      **Law Offices of Montell Figgins**                      Chief Paralegal                      Newark, NJ

Managed schedules, organized office functions, and oversaw daily operations of office with 50 employees. Drafted, prepared and reviewed complex legal documents including pleadings, motions, briefs, interrogatories, responses, agreements and legal memoranda. Carried out legal research in databases and libraries. Developed efficiency-enhancing workflow/process improvements that made it possible to accommodate increasing responsibilities necessitated by staff reductions. Slashed office expenditures by \$35K by negotiating for cheaper supply contracts, implementing inventory control, and standardizing ordering procedures.

May 2014 – August 2016                      **Orange City Attorney's Office**                      Legislative Researcher                      Orange, NJ

Reviewed all new city ordinances to ensure that all new enforcement ordinances were implemented and processed in accordance with court policy. Developed, managed, and maintained all data processing of court records. Prepared court papers, contracts, ordinances, resolutions, deeds, leases, and other legal documents.

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## **EDUCATION**

Delaware State University – Dover, Delaware

Bachelor of Arts, June 2011

Pi Gamma Mu International Honor Society (Social Sciences)

President's List (4.0 GPA) 2010, 2011

Dean's List (3.5 GPA) 2009, 2010, 2011

Charlotte School of Law - Charlotte, North Carolina

Juris Doctor Degree - May 2016

Dean's List (3.6) 2014, 2015

Member- Law Review- Editor- in- Chief

Member/ Civil Rights Clinic

Admitted to New Jersey Bar - 2022

## **EXTRACIRCULAR ACTIVITIES**

South Orange Chapter of Rotary International – Member since 2012

Alpha Phi Alpha Fraternity, Inc.- Member since 2010

International Business and International Human Rights Study Abroad – Giessen, Germany 2015

## **SKILLS**

Expert use of Westlaw, Lexis, Nexis, QuickBase, Legistar, Adobe Pro, Windows and Macintosh environment