



PHIL MURPHY
Governor

TAHESHA WAY
Lt. Governor

State of New Jersey
Office of the Public Defender
Human Resources
25 Market Street, 1st Floor
P.O. Box 850
Trenton, New Jersey 08625-0850

JENNIFER N. SELLITTI
Public Defender

May 31, 2024

Statewide Announcement
JOB OPPORTUNITY ANNOUNCEMENT

NUMBER: #2024-031

CLOSING DATE: June 14, 2024

OPEN TO: All Applicants who meet the requirements below.

POSITION: Staff Assistant

LOCATION: Office of the Public Defender
Public Defender Management Office
Hughes Justice Complex
P.O. box 850
Trenton, NJ 08625-0850

SALARY: (\$50,000 - \$60,000 Annually)

DEFINITION: Under one-on-one supervision of a cabinet official in a state department, institution, or agency, performs routine duties of a varied nature, drives a light truck or other motor vehicle, and delivers and picks up persons, messages, materials, and supplies of varied types; does related work as required.

SPECIFIC TO THIS POSITION: Reports directly to the Public Defender and their immediate staff; timely and immediately handles all transporting needs to and from destinations statewide, using navigation apps to find the best route and planning for delays. Duties and hours are flexible and controlled by an unpredictable schedule, often with short notice. An emphasis on professional interaction with others, strict confidentiality guidelines and customer service are required. Due to the operational needs and geographical areas of transport, the preferred residence is Middlesex/Monmouth counties. Please note that a CDL will not be required for this particular position.

REQUIREMENTS: Appointees must possess a driver's license valid in New Jersey. Appointees may also be required to possess a valid Commercial Driver's License (CDL), and applicable endorsements for the class and type of vehicle being operated.

NOTE: The responsibility for ensuring that employee possesses the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

EDUCATION: High School Diploma or equivalent.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey Appointing Authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME program visit their website at <https://www.nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

Posting # 2024-031
Staff Assistant

RESUME SUBMITTAL: Candidates possessing the requirements listed above, should forward a current resume and cover letter via email as soon as possible to OPD.Recruitment@opd.nj.gov. (Note: Include the announcement number and title in the subject line) to:

William Wander, Director of Human Resources
Human Resources
Office of the Public Defender
P.O. Box 850
Trenton, NJ 08625-0850

JOB POSTING AUTHORIZED BY:


William Wander, Director of Human Resources