ALL PROMOTIONAL LISTS TAKE PRECEDENCE IN FILLING VACANCIES. THIS OPPORTUNITY IS SUBJECT TO APPROVAL DUE TO CURRENT PROMOTIONAL AND HIRING RESTRICTIONS. APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

OPEN TO: All State employees with permanent status in a related title, and employees with permanent status in the competitive division who meet the open competitive requirements as listed in the current job specifications for the announced title.

POSITION: Personnel Assistant 2

LOCATION: Office of the Public Defender
Human Resources - Recruitment Section
25 Market Street, 1st Floor - North Wing
Trenton, New Jersey 08611

SALARY: P-25 ($69,579.06 - $98,899.62)

DEFINITION: Under the direction of a Personnel Assistant 1 or other supervisory official in a state department, institution or agency, acts in the capacity of a principal assistant in the supervision of the overall, or a significant portion of the overall personnel program area such as classification, recruitment, personnel orientation and training, personnel research, administrative services, employee counseling and personnel services, management assistance, or employee relations; or preforms personnel work of considerable technical difficulty in one or more of the above major personnel program areas; does other related work.

NOTE: Preference given to candidates who are PERMANENT in a Personnel Assistant 3 title. In addition, this position will be responsible for on-boarding, promotions, classification and certifications. Therefore, candidates should have experience in the following areas: CSC Promotional Announcements, CSC Certification Process, Associated PMIS transactions, RAPS, CSS and Business Objects.

EDUCATION & EXPERIENCE: Graduation from an accredited college or university with a Bachelor’s degree and three (3) years of technical experience in a personnel program of a public or private organization. Applicants who do not possess the required education may substitute experience as indicated on a year for year basis, with thirty (30) semester credit hours being equal to one (1) year of experience. Also, a Master’s degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of indicated experience.

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.

RESUME SUBMITTAL: Employees with permanent state service, possessing the requirements listed, should forward a current resume and cover letter via email to OPD.Recruitment@opd.nj.gov (Note: Include the announcement number and title in the subject line) or by mail to:

William Wander
Director of 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