



PHIL MURPHY  
Governor

TAHESHA WAY  
Lt. Governor

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

JENNIFER N. SELLITTI  
Public Defender

May 2, 2025

**Statewide Announcement**  
**PROMOTIONAL OPPORTUNITY**  
**ANNOUNCEMENT NUMBER: 2025-009**  
**CLOSING DATE: May 16, 2025**

**OPEN TO:** Open to State employees who are permanent in a competitive title for one year and who meet the competitive requirements as listed in the current job specifications for the announced title.

**POSITION:** Legal Secretary 2 (1 Position)

**LOCATION:** Office of the Public Defender  
Hudson Trial Regional Office  
438 Summit Avenue, 5<sup>th</sup> Floor  
Jersey City, NJ 07306

**SALARY:** A-13 \$43,620.21 - \$61,096.32

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

**DEFINITION:** Under supervision of an attorney or other supervisory official in a state department or agency, or local government jurisdiction, transcribes or types legal dictation irrespective of medium; maintains dockets, looks up references, and functions in the capacity of secretary; does other related work.

**SPECIAL NOTE:** *Hudson is a pilot region for holistic, collaborative defense and exciting changes at the Office of the Public Defender!* The ideal candidates will be able to implement new intake and collaborative processes and work effectively across disciplines and divisions at the Office of the Public Defender. The candidate will also have - or be willing to develop - a proficiency with technology, including the use of evidence.com, Info share, and making graphs and charts. The ideal candidate will also assist with evidence review and will be working directly with attorneys on trial teams.

**EXPERIENCE:** One (1) year of experience in transcribing or typing legal dictation or documents.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

**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 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.

**\*Special Note:** This position may be eligible to work remotely for up to two days in a calendar week.\*

Posting # 2025-009  
Legal Secretary 2

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

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

JOB POSTING AUTHORIZED BY:

  
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William Wander, Director of Human Resources