



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

April 30, 2024

Statewide Announcement
PROMOTIONAL OPPORTUNITY
ANNOUNCEMENT NUMBER: #2024-026
CLOSING DATE: May 13, 2024

OPEN TO: State employees who have permanent status for one year in the competitive division and meet the open-competitive requirements as listed in the current job specifications for the announced title.

POSITION: Legal Secretary 1

LOCATION: Office of the Public Defender
OFFICE OF PARENTAL REPRESENTATION CENTRAL
928 Livingston Ave. 2nd Floor
North Brunswick, NJ 08902

SALARY: A-15 \$45,990.49 - \$64,588.90

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. THIS APPOINTMENT IS NOT A REASSIGNMENT.

DEFINITION: Under direction of an attorney or other supervisory official in a state department or agency, or local government jurisdiction, transcribes or types dictation irrespective of medium, which is of a complex legal nature and requires a comprehensive knowledge of legal procedure and terminology; may act as a lead worker over other clerical and or secretarial employees; maintains dockets, looks up references, and generally functions in the capacity of a secretary; does other related duties.

EXPERIENCE: Two (2) years 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 thirty (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.

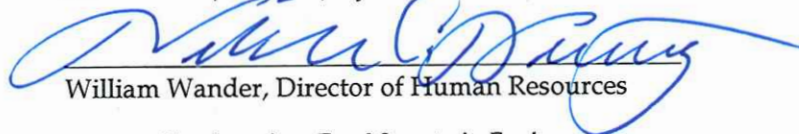
SAME APPLICANTS: If applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted with your resume by the closing date indicated above. For more information on the SAME Program visit the website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov,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

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

RESUME SUBMITTAL: Candidates possessing the requirements listed above, 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) 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