



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  
Tel: (609) 292-8353 Fax: (609) 984-0251

JENNIFER N. SELLITTI  
Public Defender

February 21, 2025

STATEWIDE ANNOUNCEMENT

**JOB OPPORTUNITY ANNOUNCEMENT**  
**NUMBER 2025-001**  
**CLOSING DATE: MARCH 14, 2025**

THIS OPPORTUNITY IS SUBJECT TO APPROVAL DUE TO HIRING RESTRICTIONS

**POSITION:** Legal Specialist  
**LOCATION:** Office of the Public Defender  
PD Management - Headquarters  
**SALARY:** \$94,000.00 - \$134,000.00

**DESCRIPTION:** Under the direction of the Public Defender, First Assistant Public Defender, or Assistant Public Defenders or designee, acts as liaison between a state department and the Office of the Public Defender in receiving, formulating, and transmitting requests for legal advice on behalf of the Office. Performs confidential legislative, legal and policy-influencing research related to department programs, in conformance with guidelines established by the agency. Prepares reports and recommendations on the impact of proposed or existing legislation and does other related work.

**SPECIAL NOTE:** Coordinates requests for legal advice from the Attorney General's Office and provides internal guidance as to the nature and substance of various statutes, regulations and responsibilities of the Office of the Public Defender (OPD). Participates as an agency liaison for civil or employment litigation with the Office of the Attorney General and/or outside counsel when appointed. Assist or lead all aspects of agency-involved civil litigation where OPD is a named defendant. Answers interrogatories, manages document requests, litigation holds, witness statements and all other aspects of agency-involved litigation including court appearances, appellate filings and review. Named recipient for agency-served subpoenas, and organizes all work related to subpoenas. Serves as records custodian for all NJOPD and under OPRA. Research and writing on areas of inquiry by the Public Defender or designee related to state and/or federal legislation pertaining to department programs, functions and procedures, and reports memorandum thereon. Works closely with the Public Defender, First Assistant Public Defender, Assistant Public Defenders or designee to review and formulate policies and procedures related to agency objectives. Prepares material for use in hearings, reviews or other executive determinations. Performs confidential legal, legislative and policy-influencing research related to agency programming, operations and goals. Participate in confidential discussions concerning legal or policy issues impacting the agency.

**REQUIREMENTS**

**EDUCATION:**

Graduation from an accredited law school with a Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.

-OR-

Graduation from an accredited college or university with a Bachelor's degree plus three (3) years of legal experience or a law degree.

**NOTE:** For candidates with a Bachelor's degree and at least three (3) years of legal experience, a Para-legal certificate would be preferred.

**EXPERIENCE:** Requires a minimum of three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes. Employment law practice experience is also preferred.

**NOTE:** Appointees currently matriculating in an accredited law school as an L.L.B or J.D. candidate may substitute such enrollment for the three (3) years of required experience on a year-for-year basis.

Posting # 2025-001  
Legal Specialist

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**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 the 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 transferred from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven (7) 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.

**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://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**RESUME SUBMITTAL:** Interested 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 and please note in your cover letter all geographical location preferences) 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