



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

June 20, 2024

Statewide Announcement
JOB OPPORTUNITY
ANNOUNCEMENT NUMBER: #2024-033
CLOSING DATE: July 1, 2024

OPEN TO: Anyone who meets the education and experience requirements listed in the announced title.

POSITION: Assistant Public Defender
M-41 (Unclassified)

LOCATION: Office of the Public Defender
PD Management
25 Market Street, P.O. Box 850
Trenton, NJ 08625-0850

SALARY: \$195,000 Annually

DEFINITION: Assists the Public Defender in the performance of all professional duties necessary to the administration of the Office of the Public Defender and in collaboration with other Assistant Public Defenders to oversee project management, including policy development, strategic planning, research and data functions which include the development and implementation of master plans, long-term strategic goals and comprehensive research and data projects. Assistant Public Defender will be experienced with project management, systems development, application testing, direct user support and training, overseeing legacy systems and transitions to modern technology and use of artificial intelligence in database creation. Assistant Public Defender will be knowledgeable of governmental systems, external databases, and varied other resources that affect and inform the OPD. Assistant Public Defenders are highly experienced attorneys who have successfully implemented innovations in their area of expertise and have successfully managed other attorneys and staff. Assistant Public Defenders are collaborative and work with the best interests of the agency at the forefront of decision making. Assistant Public Defenders support and assist the Public Defender in day-to-day administration of the agency and assist in creating and enforcing policies and procedures of the NJ OPD.

EDUCATION: Graduation from an accredited Law School with a Juris Doctorate (JD) degree. A certificate in Public Management is preferred but not required. Project management experience is required.

EXPERIENCE: Applicants must have a minimum of seven (7) years of experience in strategic planning and project implementation and monitoring across agency case types in addition to legal experience. Experience with data driven policy research and implementation is a must.

Posting#: 2024-033 (Continued)
Assistant Public Defender

LICENSE: Must be licensed as an Attorney-at-Law in the State of New Jersey, or become licensed in New Jersey within a year of appointment.


SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

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.

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
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