



PHIL MURPHY
Governor

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Lt. Governor

State of New Jersey
Office of the Public Defender
Human Resources
25 Market Street
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Trenton, New Jersey 08625
Tel: (609) 292-8353 Fax: (609) 984-0251

JENNIFER N. SELLITTI
Public Defender

October 30, 2024

Statewide Announcement
JOB OPPORTUNITY
ANNOUNCEMENT NUMBER: #2024-073
CLOSING DATE: November 13, 2024

AMENDED FOR SALARY AND 40 HOUR WORK WEEK

POSITION: REPAIRER
LOCATION: Office of the Public Defender
Office of Administrative Services - Building Services
25 Market Street
Trenton, New Jersey 08625
SALARY: O-11; \$39,286.15 - \$54,823.30 (40 Hour Work Week)

NOTE: ALL PROMOTIONAL LISTS TAKE PRECEDENCE IN FILLING VACANCIES. ALSO, 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.

DEFINITION: Under the close supervision of a Building Management Services Specialist 4 or other supervisory official in a state department, institution or agency, or in local jurisdiction, completes routine, analytical or other basic professional work required to provide or support the provision of building management, operation, maintenance, security, service and/or renovation programs; does other related duties as required.

EXPERIENCE: One (1) year of experience in work involving the inspection, repair, and general maintenance of household, office, and other equipment, fixtures, fittings, appliances, machinery, furnishings, and buildings.

NOTE: A minimum of a high school diploma/GED is expected. This position will travel statewide to all OPD offices, assisting with relocation, office renovations, furniture movement, office set up and a variety of repairs. The incumbent will serve as a back up to perform mail and other deliveries/transportation requests. Must be able to lift at least 50 lbs. Courteousness and customer service oriented is a must.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of 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 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.


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 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: Applicants 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) 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