



PHIL MURPHY
Governor

SHEILA OLIVER
Lt. Governor

State of New Jersey
Office of the Public Defender
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JOSEPH E. KRAKORA
Public Defender

April 3, 2023

CONTINUOUS RECRUITMENT

Statewide Announcement

ANNOUNCEMENT NUMBER 2023-029

CLOSING DATE: April 3, 2024

THIS OPPORTUNITY IS SUBJECT TO APPROVAL DUE TO HIRING RESTRICTIONS

POSITION: Clerk Typist

LOCATION: Various Anticipated Opportunities Statewide

SALARY: (\$34,101.53)

DESCRIPTION: Under supervision, types and also performs routine, repetitive, clerical work of varied nature; does other related duties as required.

EDUCATION: High School Diploma or GED

LICENSE: Appointees 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 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 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: Interested 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 and please note in your cover letter all geographical location preferences) to:

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

*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, or call CSC at (833) 691-0404.

JOB POSTING AUTHORIZED BY:


William Wander, Director of Human Resources