



PHIL MURPHY
Governor

SHEILA OLIVER
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

JOSEPH E. KRAKORA
Public Defender

March 9, 2023

Statewide Announcement
PROMOTIONAL OPPORTUNITY
ANNOUNCEMENT NUMBER: #2023-020
CLOSING DATE: March 23, 2023

OPEN TO: All New Jersey Residents who meet the requirements as listed in the current job specifications for the announced title.

POSITION: Personnel Trainee (35-Hour Workweek/Work Hours: 9:00 a.m. to 5:00 p.m. with 1 hour lunch)

LOCATION: Office of the Public Defender - HUMAN RESOURCES
Justice Complex
25 Market Street
Trenton, New Jersey 08625

SALARY: P95 (\$48,531.07- \$50,737.29)

DEFINITION: Under the direction of a supervisory officer in a State department, institution, or agency, as a trainee and productive worker, receives on-the-job training in government personnel practices and procedures and their application and does work which will provide practical personnel experience; does related work.

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the title of Personnel Assistant 4.

SPECIAL NOTE: Candidates should have knowledge and/ or ability to utilize Microsoft Office Excel and Visio. Among various duties, this position will perform some filing duties and assist with the on-boarding process. Candidates having a Bachelor's degree with a major in Human Resources or a related field will be given preference.

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.

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

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule B letter), must be submitted along with your resume by the closing date indicated above. For more information SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, CSC at (833) 691-0404.

Special Note: This position may be eligible to work remotely for up to 2 days in a calendar week. JOB

POSTING AUTHORIZED BY:


William Wander, Director of Human Resources