



PHIL MURPHY
Governor

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Lt. Governor

State of New Jersey
Office of the Public Defender
Human Resources
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JENNIFER SELLITTI
Public Defender

August 14, 2024

STATEWIDE ANNOUNCEMENT
JOB/PROMOTIONAL ANNOUNCEMENT NUMBER: #2024-046
CLOSING DATE: August 28, 2024

THIS OPPORTUNITY IS SUBJECT TO APPROVAL DUE TO HIRING RESTRICTIONS

POSITION: Attorney Assistant - Immigration

LOCATION: Immigration Unit - Newark

SALARY: P20 (\$59,430.08 - \$84,038.60)

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 general supervision of the supervising attorney or other supervisory official in a state department, performs legal research and prepares documents, reports, summaries and recommendations to be used by legal staff in judicial documents, legal papers, and attorney memoranda; and does other related duties consistent with the title and department as required.

SPECIAL NOTE: Candidates should have a passion for immigration and for learning new areas of law. As providers of collaborative, holistic representation, ideal candidates will be able to effectively work across disciplines and divisions at NJOPD and with community partners while proactively seeking opportunities to collaborate. We welcome applications from individuals with relevant lived experience. Bilingual in Spanish and English would be extremely helpful.

EDUCATION: Graduation from an accredited college with a Bachelor's Degree.

EXPERIENCE: Two (2) years of Paralegal or legal/legislative research experience. Applicants who do not possess the required education may substitute additional experience as indicated above on a year for year basis. A Bachelor's Degree in Law may be substituted for both the education and experience requirements listed above. Applicants who do not possess a Bachelor's Degree, may substitute an Associate's Degree as a Legal Assistant or in Paralegal Studies or, successful completion of a two (2) year approved course in Paralegal Training at a recognized educational institution for two (2) years of college education.

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. *


POSTING # 2024-046

ATTORNEY ASSISTANT - IMMIGRATION UNIT

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