



PHIL MURPHY  
Governor

TAHESHA WAY  
Lt. Governor

**State of New Jersey**  
**Office of the Public Defender**  
Human Resources  
25 Market Street, 1<sup>st</sup> Floor  
P.O. Box 850  
Trenton, New Jersey 08625  
Tel: (609) 292-8353 Fax: (609) 984-0251

JENNIFER N. SELLITTI  
Public Defender

April 15, 2025

**STATEWIDE ANNOUNCEMENT**

**JOB OPPORTUNITY ANNOUNCEMENT**

**NUMBER 2025-007**

**CLOSING DATE: April 29, 2025**

**THIS OPPORTUNITY IS SUBJECT TO APPROVAL DUE TO HIRING RESTRICTIONS**

**POSITION:** Attorney Assistant  
**LOCATION:** Office of the Public Defender  
Investigations – Newark Office  
**SALARY:** \$59,430.08 - \$84,038.60

**DESCRIPTION:** The New Jersey Office of the Public Defender is seeking a full-time Attorney Assistant with a strong sense of the daily injustices faced by our clients and a commitment to fighting those injustices. Under general supervision of the Director of Investigations and Police Accountability, performs legal research, collects data for database tracking and police misconduct, and prepares documents, reports, summaries, and recommendations to be used by legal staff in judicial documents, legal papers, and attorney memoranda; does related work.

**RESPONSIBILITIES:**

- Research sources of police misconduct data
- Request and collect data on a regular weekly, monthly, or annual basis from staff, online sources, city agencies, case management databases, and through public record requests.
- Process confidential attorney-client privileged data and information
- Enter data into a database, following strict protocols to ensure data integrity and confidentiality
- Function as point of contact for all user issues or troubleshooting

**Example Tasks:**

- Make public records requests for rosters for each law enforcement agency
- Gather copies of all the civil lawsuits against law enforcement agencies posted on a court's online portal and enter them into a database.

**Required Skills:**

- Attention to detail and excellent organization skills
- Ability to perform research via internal records, public records, and online databases
- Basic understanding of databases
- Commitment to social justice

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

**EXPERIENCE:** Two (2) years of paralegal or legal/legislative research experience.

**Note:** Applicants who do not possess the required education may substitute additional experience as indicated above on a year for year basis.

**Note:** A Bachelor's degree in Law may be substituted for both the education and experience requirements listed above.

**Note:** 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:** Appointee 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 the essential duties of the position.

**Posting # 2025-007**  
**Attorney Assistant**

**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 (7) 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.


**\*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](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**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](mailto: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**  
**Office of the Public Defender**  
**P. O. Box 850**  
**Trenton, NJ 08625-0850**

**JOB POSTING AUTHORIZED BY:**

  
**William Wander, Director of Human Resources**