



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- Employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: October 14, 2016

Posting No.: 323-16

TITLE: Technical Assistant Contract Administration **SALARY:** \$41,230.15 - \$58,006.69

LOCATION: Central Office, Office of Community Programs – Assignment Unit – Trenton, NJ

JOB DESCRIPTION: Under supervision, monitors and performs the review of routine financial contracts and contract applications to ensure compliance with and adherence to prescribed contracting policies, procedures and regulations; does related work.

REQUIREMENTS

EDUCATION: Completion of two (2) years in an accredited college (60 credits) or an Associate of Arts degree.

EXPERIENCE: One (1) year of experience in the various phases of contract and/or grant monitoring, financial management and analysis, social services administration and/or budget and management operations in a governmental or business entity.

NOTE: Additional experience as stated may be substituted for the educational requirement on a year for year basis.

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.

PLEASE INCLUDE RESUME *AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN October 28, 2016.

Forward Response To: Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-0863

Emailed resumes are to be sent only to: Civilian.Recruitment@doc.nj.gov