



**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: November 4, 2016

Posting No.: 344-16

TITLE: Technical Assistant, Classification **SALARY:** \$43,094.21 – \$60,725.57

LOCATION: Northern State Prison, Classification Unit – Newark, NJ

JOB DESCRIPTION: Under direction of a supervisory official in the Department of Corrections, performs technical support tasks involved in the classification of inmates, assists in the calculation of sentence expirations, the compilation of information, and preparation of materials for use by the Bureau of Parole, the State Parole Board and other committees; does related work as required.

REQUIREMENTS

EDUCATION: Successful completion of *sixty (60) semester hour credits at an accredited college.

EXPERIENCE: One (1) year of experience performing technical support work for an inmate classification program in a penal or correctional facility.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above 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 the 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 November 22, 2016.

Forward Response To: Latonya Andrews, Manager, Human Resources
Regional Personnel Services, Region 2
East Jersey State Prison
Lock Bag "R"
Rahway, NJ 07065

Emailed resumes are to be sent only to:

Martin.Hayes@doc.nj.gov