



**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
- State 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: January 12, 2018

Posting No.: 05-18

TITLE: Institutional Trade Instructor 2 Warehousing **SALARY:** \$46,588.85 - \$65,780.63

LOCATION: New Jersey State Prison, Food Service Unit - Trenton NJ

JOB DESCRIPTION: Under direction of a Supervising Institutional Trade Instructor (warehousing), or other designated supervising official in the Department of Corrections, assists in the overall work activities of a trade training program for inmates in a correctional facility; as required assigns tasks to subordinate employees and takes the lead in the areas of warehouse and/or commissary operations maintaining the physical plant of the warehouse and/or commissary; does other related duties.

REQUIREMENTS

EXPERIENCE: Three (3) years of experience in the warehouse and/or commissary trades which include the receipt, recording, storage and distribution of varied types of equipment, materials, and supplies, one (1) year of which shall have been in the training of new workers.

PLEASE INCLUDE RESUME 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 JANUARY 29, 2018.

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