



**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. 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. Subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: January 12, 2021

Posting No.: 05-21

TITLE: Assistant Commissioner of Women’s Services **SALARY:** \$142,600.00

LOCATION: Office of the Commissioner, Central Office, Trenton, NJ

JOB DESCRIPTION: The Assistant Commissioner of Women’s Services would be responsible for ensuring that the needs of the female population are being met. Reporting directly to the Commissioner, the Assistant Commissioner of Women’s Services provides executive and operational oversight of the management of female offenders in custody. This responsibility includes executive involvement in the ongoing US Department of Justice investigation at EMCFW, as well as coordination with outside consultants and external parties who are involved in significant activities and progress at EMCFW. In addition, this position is responsible for developing and implementing gender-responsive correctional management and operational practices throughout EMCFW, consistent with national best-practices.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a bachelor’s degree.

EXPERIENCE: Eight (8) years of experience managing a large government or private organization with responsibility supervising the management of inmates and staffing a prison complex and professional personnel. The preferred candidate will have experience in the management of complexes and female inmate populations.

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

NOTE: A Master’s degree may be substituted for one (1) year of the experience.

PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (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 JANUARY 27, 2021.

Forward Response To: Elizabeth Whitlock, Director
Office of Human Resources
New Jersey Department of Corrections
P.O. Box 863
Trenton, New Jersey 08625-0863

Emailed resumes are to be sent only to: [**Bonnie.Lutz@doc.nj.gov**](mailto:Bonnie.Lutz@doc.nj.gov)