



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 14, 2022

**Posting No.:** 09-22

**TITLE:** Personnel Assistant 1 **SALARY:** \$78,283.00 - \$111,555.82

**LOCATION:** Central Office, Office of Human Resources, Custody Recruitment Unit – Trenton, NJ

**JOB DESCRIPTION:** Under general supervision of a supervisory official in a state department, institution, or agency, may supervise a major personnel program area such as personnel research, administrative services, employee counseling and personnel services, recruitment, management assistance, personnel orientation, or employee relations; as part of a personnel program, may supervise the work activities of a unit performing employee relations tasks; or under the direction of a Personnel Officer 1 or its equivalent, acts as the Assistant Personnel Officer; or in a small institution, acts as the Personnel Officer; does other related work.

**REQUIREMENTS**

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

**EXPERIENCE:** Four (4) years of professional experience in a personnel program of a public or private agency.

**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 in business administration, personnel administration, public administration, management, or other related field 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 31, 2022.**

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](mailto:Civilian.Recruitment@doc.nj.gov)