



**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: March 8, 2024

Posting No.: 99-24

TITLE: Classification Officer 1 **SALARY:** \$57,420.37 - \$81,196.66

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

JOB DESCRIPTION: Under direction of a Classification Officer 3 or other supervisory official, assists in the application of appropriate state and federal laws and department regulations governing the level of security, status, transfer, and involuntary commitment of inmates; assists in the activities involved in classifying inmates using the Objective Classification System, coordinating inmate records, calculating sentence expirations, and in preparing materials for use by the Bureau of Parole, the State Parole Board, and other committees; does related work.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience in program delivery or development in providing education, habilitative, or social services for persons with emotional, social or behavioral problems, or experience in the review of records and classification of inmates which shall have included providing recommendations for vocational and other rehabilitation programs, and/or probation or parole work with inmates of a penal or correctional facility.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional 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 MARCH 22, 2024.

Forward Response To: Northern State Prison
Human Resources Department
168 Frontage Road
Newark, NJ 07114

Emailed resumes are to be sent only to:

DOC_OHR-Region8@doc.nj.gov