



**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:** May 13, 2022

**Posting No.:** 152-22

**TITLE:** Program Coordinator **SALARY:** \$94,215.26 - \$134,655.77

**LOCATION:** Central Office, Office of Community Engagement and Reentry Initiatives, NJLEAD - Trenton, NJ

**JOB DESCRIPTION:** Under direction of a supervisory official, coordinates administrative or program activities and may be responsible for policy development, identifying/recommending organizational improvements, conducting studies to assess impact of organizational changes, administration of programs to improve efficiency, and conducting special projects of interest to operation initiatives; does other related duties as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Four (4) years of administrative experience in a business or government agency with responsibility for personnel, fiscal affairs, office administration, or other administrative support services.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in Business or Public Administration, Management, or other closely related field may be substituted for one (1) year of experience.

**PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS AND LICENSE/CERTIFICATION (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 MAY 27, 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)