



**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.: 154-22

TITLE: Program Support Specialist 3, Assistance Programs **SALARY:** \$59,521.38 - \$84,344.10

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

JOB DESCRIPTION: Under the direction of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; does other related work as required.

More specifically, this position will be required to travel to various prisons and Residential Community Release Programs.

REQUIREMENTS

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

EXPERIENCE: One (1) year of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program.

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

NOTE: A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field may be substituted for the experience requirement indicated above.

NOTE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PLEASE INCLUDE RESUME, 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 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