



**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: September 24, 2021

Posting No.: 357-21

TITLE: Classification Officer 2 **SALARY:** \$61,058.29 - \$86,614.87

LOCATIONS: East Jersey State Prison, Classification Unit – Rahway NJ

JOB DESCRIPTION: Under direction of a Supervising Classification Officer or other supervisory official in a State prison, juvenile detention facility, or county jail, applies state and federal laws department regulations governing the level of security, status, transfer, and involuntary commitment of inmates; classifies inmates using the Objective Classification System; coordinates inmate records, checks inmate progress, calculates sentence expirations, and prepares materials for use by the Bureau of Parole, State Parole Board, and other committees; does other related duties.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor’s degree, including or supplemented by twenty four (24) semester hour credits in a combination of any of the following areas: criminal justice, legal research, law, sociology, psychology, or other related areas of the behavioral or social sciences.

NOTE: Applicants who have successfully completed the twenty-four (24) semester hour credits listed above but who do not meet the remaining education requirement 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.

EXPERIENCE: Three (3) years of 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.

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 OCTOBER 08, 2021.

Forward Response To: Dawn Graeme, Manager, Human Resources
Regional Personnel Services, Region 2
East Jersey State Prison
Lock Bag “R”
Rahway, NJ 07065

Emailed resumes are to be sent only to: **DOC_OHR-Region2@doc.nj.gov**