



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**AMENDED**

**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:** November 12, 2021

**Posting No.:** 402-21

**TITLE:** Classification Officer 1 **SALARY:** \$53,324.31 - \$75,404.64

**LOCATION:** Bayside State Prison, Release Unit – Leesburg 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**

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

**EXPERIENCE:** Two (2) 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.

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

**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 NOVEMBER 29, 2021.**

Forward Response To: Roxanne Creamer, Manager 2, HR  
Regional Personnel Services, Region 3  
Southern State Correctional Facility  
4295 Route 47  
Delmont, NJ 08314

**Emailed resumes are to be sent only to:** **Roxanne.Creamer@doc.nj.gov**