

**NEW JERSEY DEPARTMENT OF CORRECTIONS**  
**WHITTLESEY ROAD**  
**P.O. BOX 863**  
**TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Technical Assistant 1	<b>SALARY RANGE:</b> \$47,156.67 - \$68,251.67	<b>POSTING NO.:</b> 13-26	<b>ISSUE DATE:</b> 01/16/2026 <b>CLOSING DATE:</b> 02/2/2026
<b>LOCATION:</b> Central Office Headquarters, Office of Substance Abuse Programming and Addiction Service – Trenton, NJ		<b>CLASS OF SERVICE:</b> Competitive	
<b>THIS POSTING IS ONLY OPEN TO THE FOLLOWING:</b>			
<input type="checkbox"/> 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	<input checked="" type="checkbox"/> 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	<input type="checkbox"/> Interested individuals who meet the stated requirements	
<b>JOB DESCRIPTION</b>			
Under the close supervision of a supervisory official in a State department, institution, or agency, performs technical duties and/or performs para-professional responsibilities for prescribed technical projects or programs requiring the independent application of the rules, regulations, policies, and procedures to varying situations within the particular area of assignment; does other related duties as required.			
<b>REQUIREMENTS</b>			
<b>EDUCATION:</b> Graduation from an accredited college or university with an Associate's degree.			
<b>NOTE:</b> 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.			
<b>EXPERIENCE:</b> One (1) year of experience in providing support to functions such as grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public, and/or others.			
<b>NOTE:</b> Applicants who do not possess the required experience may substitute additional education as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.			
<b>BENEFIT(S)*</b>			
<small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>			
Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:			
<ul style="list-style-type: none"> <li>• Alternate Work Week available for some positions</li> <li>• Telework available for some positions</li> <li>• Deferred Compensation</li> <li>• Paid Time Off</li> <li>• 13 State Holidays</li> <li>• Health and Life Insurance</li> <li>• Pet Insurance available through certain plans</li> <li>• Flexible and Health Savings Accounts (FSA)/(HSA)</li> <li>• Tuition Reimbursement</li> <li>• Public Student Loan Forgiveness (PSLF)</li> <li>• Up to \$250 in rewards for exercising</li> <li>• Gym membership discounts</li> <li>• Diversity &amp; Inclusion events</li> <li>• Workplace security, health and safety</li> <li>• Incarcerated Person empowerment and rehabilitation</li> </ul>			
<b>APPLICATION INSTRUCTIONS</b>			
Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.			
Emailed resumes are to be sent only to: <a href="mailto:Civilian.Recruitment@doc.nj.gov">Civilian.Recruitment@doc.nj.gov</a>			
Forward Response To:  Robert Smith Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863			

DEDICATION

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HONOR

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INTEGRITY