

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

NOTICE OF JOB VACANCY

TITLE: Institutional Trade Instructor 2, Warehousing	SALARY RANGE: \$58,170.67 - \$84,795.97	POSTING NO.: 62-26	ISSUE DATE: 3/27/2026 CLOSING DATE: 4/13/2026
LOCATION: New Jersey State Prison, Storeroom – Trenton, NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:			
<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			
JOB DESCRIPTION			
Under direction of a Supervising Institutional Trade Instructor (warehousing), or other designated supervising official in the Department of Corrections, assists in the overall work activities of a trade training program for inmates in a correctional facility; as required assigns tasks to subordinate employees and takes the lead in the areas of warehouse and/or commissary operations maintaining the physical plant of the warehouse and/or commissary; does other related duties.			
REQUIREMENTS			
Three (3) years of experience in the warehouse and/or commissary trades which include the receipt, recording, storage and distribution of varied types of equipment, materials, and supplies, one (1) year of which shall have been in the training of new workers.			
BENEFIT(S)*			
<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"> • Alternate Work Week available for some positions • Telework available for some positions • Deferred Compensation • Paid Time Off • 13 State Holidays • Health and Life Insurance • Pet Insurance available through certain plans • Flexible and Health Savings Accounts (FSA)/(HSA) • Tuition Reimbursement • Public Student Loan Forgiveness (PSLF) • Up to \$250 in rewards for exercising • Gym membership discounts • Diversity & Inclusion events • Workplace security, health and safety • Incarcerated Person empowerment and rehabilitation 			
APPLICATION INSTRUCTIONS			
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:		Civilian.Recruitment@doc.nj.gov	
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