

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

**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Personnel Assistant 1	<b>SALARY RANGE:</b> \$88,529.64 - \$130,338.54	<b>POSTING NO.:</b> 99-26	<b>ISSUE DATE:</b> 4/24/2026 <b>CLOSING DATE:</b> 5/8/2026
<b>LOCATION:</b> Edna Mahan Correctional Facility for Women, Office of Human Resources, Region 4 Personnel Services – Union Twp., 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 general direction of a higher level supervisory official in a state department, institution, or agency, supervises a major personnel program area such as personnel research, administrative services, employee counseling, personnel services, recruitment, management assistance, personnel orientation, or employee relations; as part of a personnel program, supervises the work activities of a unit performing employee relations tasks; or under the direction of a Personnel Officer or equivalent, acts as an Assistant Personnel Officer; in a small institution, acts as a Personnel Officer; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.			
<b>REQUIREMENTS</b>			
<b>NOTE:</b> Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.			
Eight (8) years of professional experience in a personnel program of a public or private organization.			
<b>OR</b>			
Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.			
<b>OR</b>			
Possession of a master's degree in business administration, personnel administration, public administration, management, or other related field from an accredited college or university; and three (3) years of the above-mentioned professional 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:		DOC_OHR-Region4@doc.nj.gov	
Forward Response To:		Megan Cardinale Region 4 Personnel Services Edna Mahan Correctional Facility for Women 30 County Road 513 Clinton, NJ 08809	

DEDICATION

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HONOR

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INTEGRITY