

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

NOTICE OF JOB VACANCY

TITLE: Education Program Assistant 2	SALARY RANGE: \$43,620.21 - \$61,096.32	POSTING NO.: 184-25	ISSUE DATE: 5/9/2025 CLOSING DATE: 5/23/2025
LOCATION: Garden State Correctional Facility, Educational Services – Yardville, NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <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 </div> <div style="width: 30%;"> <input 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 </div> <div style="width: 30%;"> <input checked="" type="checkbox"/> Interested individuals who meet the stated requirements </div> </div>			
JOB DESCRIPTION			
Under direction of a supervisory official in a state department or agency, in an educational setting, performs responsible clerical duties related to research, reference, statistical, inspection, investigation, fiscal, analytical, and interpretive activities within an assigned area; does other related duties as required.			
REQUIREMENTS			
EDUCATION: Completion of 60 semester hour credits of study from an accredited college or university.			
EXPERIENCE: Two (2) years of experience in secretarial and/or clerical work.			
NOTE: 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.			
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:			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <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 </div> <div style="width: 50%;"> <ul style="list-style-type: none"> 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 </div> </div>			
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:		DOC_OHR-Region1@doc.nj.gov	
Forward Response To:		Pilar Tortorello Region 1 Personnel Services Garden State Correctional Facility PO Box 11401 Yardville, NJ 08620	

DEDICATION

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HONOR

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INTEGRITY