

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

NOTICE OF JOB VACANCY

TITLE: Technical Assistant 3	SALARY RANGE: \$61,510.13 - \$89,809.93	POSTING NO.: 113-26	ISSUE DATE: 5/1/2026 CLOSING DATE: 5/15/2026
LOCATION: Edna Mahan Correctional Facility for Women, Programming and Supportive Services – Union Twp., NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS ONLY 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			
<p>Under the general supervision of a supervisory official in a State department, institution, or agency, takes the lead over the technical and/or clerical staff and has responsibility for the work programs of an identifiable technical unit responsible for reviewing, monitoring, and processing specific actions requiring the application of rules, regulations, policies and/or procedures, or independently, under general supervision, reviews, analyzes, and makes effective recommendations for actions involving a specific element of a regulatory or administrative program requiring the application of rules, regulations, policies, procedures, and/or technical concepts; does other related duties as required.</p> <p>More Specifically: responsible for a broad range of administrative and operational duties within the unit under the supervision of the Supervising Program Support Specialist. Responsibilities include, but are not limited to: coordinating and supporting specialized program initiatives; managing and tracking inventory of program supplies; initiating and monitoring procurement requests and purchase orders; maintaining accurate inventory records; scheduling appointments and coordinating program-related activities; entering and maintaining case notes in iTag; maintaining routine contact with incarcerated persons regarding the specialized program services, including responding to inquiries and providing general program-related guidance; providing phone coverage and responding to inquiries from NJDOC staff, incarcerated persons' families, and external agencies; reviewing, sorting, and routing incoming correspondence; preparing reports, memoranda, and other communications as directed; assisting with meeting coordination, including agendas and minutes; and performing general administrative and clerical functions as assigned.</p>			
REQUIREMENTS			
<p>EXPERIENCE: Three (3) years 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.</p> <p>NOTE: 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.</p>			
BENEFIT(S)*			
<small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>			
<p>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:</p> <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			
<p>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.</p> <p>Emailed resumes are to be sent only to: DOC_OHR-Region4@doc.nj.gov</p> <p>Forward Response To: Megan Cardinale Region 4 Personnel Services Edna Mahan Correctional Facility for Women 30 County Road 513 Clinton, NJ 08809</p>			

DEDICATION

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HONOR

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INTEGRITY