

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

**NOTICE OF JOB VACANCY**

|   |   |   |   |
|---|---|---|---|
| <b>TITLE:</b><br>Training Assistant   | <b>SALARY RANGE:</b><br>\$46,639.39 - \$67,498.59 | <b>POSTING NO.:</b><br>121-26   | <b>ISSUE DATE:</b><br>5/8/2026<br><b>CLOSING DATE:</b><br>5/22/2026 |
| <b>LOCATION:</b> Central Office Headquarters, Custody Staff Training Academy – Sea Girt, 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 supervision of a training technician in a State department or agency, assists in preparing training materials and other support services for training staff; assists in the conduct of training sessions; does other related duties.  |   |   |   |
| <b>REQUIREMENTS</b>   |   |   |   |
| <b>EXPERIENCE:</b> One (1) year of experience providing technical or support services in a training or human resources office.  |   |   |   |
| Applicants who do not possess the required one-year of experience may substitute an additional 30 semester hours.   |   |   |   |
| Applicants who do not possess the required 60 semester hours may substitute additional experience as indicated above on the basis of one year for each 30 credit hours.   |   |   |   |
| <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:   |   | Civilian.Recruitment@doc.nj.gov   |   |
| Forward Response To:  |   | Robert Smith<br>Region 6 Personnel Services<br>Central Office, Civilian Recruitment<br>P.O. Box 863<br>Trenton, NJ 08625-0863 |   |

DEDICATION

\*

HONOR

\*

INTEGRITY