

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

NOTICE OF JOB VACANCY

TITLE: Administrative Assistant 1	SALARY RANGE: \$73,706.89 - \$108,073.49	POSTING NO.: 125-26	ISSUE DATE: 5/8/2026 CLOSING DATE: 5/22/2026
LOCATION: Central Office Headquarters, Division of Women and Veterans Services – Trenton, 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>Assists an Assistant Commissioner, Deputy Commissioner, or other Executive Officer in a state department, institution, or agency by performing and coordinating administrative support services; does other related duties.</p> <p>More specifically, seeking a highly organized and reliable Administrative Assistant to support the Assistant Commissioner and Division of Women and Veterans Services leadership at COHQ. This role manages scheduling, correspondence, document preparation, and coordination across facilities and external partners. The ideal candidate is detail-oriented, maintains confidentiality, and can prioritize.</p> <p>Responsibilities include tracking projects, supporting meetings and reports, and ensuring smooth day-to-day operations for the Division. The role also supports initiatives specific to the Division, including coordination related to consent decree and PREA compliance efforts. This includes assisting with compliance tracking, preparing materials for oversight and reporting, and coordinating with internal units and community partners that support women and veteran populations. Strong communication skills and professionalism in handling sensitive information are essential.</p>			
REQUIREMENTS			
<p>NOTE: 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.</p> <p>Seven (7) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional 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: Civilian.Recruitment@doc.nj.gov</p> <p>Forward Response To: Robert Smith Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863</p>			

DEDICATION

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HONOR

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INTEGRITY