

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

NOTICE OF JOB VACANCY

TITLE: Identification Officer or; Senior Identification Officer	SALARY RANGE: \$47,156.67 - \$68,251.67 \$51,479.83 - \$74,754.23	POSTING NO.: 144-26	ISSUE DATE: 5/29/2026 CLOSING DATE: 6/12/2026
LOCATION: Edna Mahan Correctional Facility for Women, ID Office– Union Twp., NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS <u>ONLY</u> 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 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 checked="" type="checkbox"/> Interested individuals who meet the stated requirements			
JOB DESCRIPTION			
<p>Identification Officer – Under direction of a supervisory officer, performs work involved in the identification of persons through the use of fingerprints, photography and DNA sample collection; serves as a member of the institutional Pre-Release Committee; does related work as required.</p> <p>Senior Identification Officer - Under direction a supervisory officer at a state department, institution, or agency, has charge of an identification program through the use of photography, fingerprints and DNA sample collection; serves as a member of the institutional Pre-Release Committee; does related work as required.</p>			
REQUIREMENTS			
<p>Identification Officer –</p> <p>EXPERIENCE: One (1) year of experience in the taking, filing, and searching of fingerprints in an organization using a standard alphanumeric system.</p> <p>Senior Identification Officer –</p> <p>EXPERIENCE: Two (2) years of experience in work involving taking, classifying, and filing fingerprints in an organization using a standard alphanumeric system.</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