

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

NOTICE OF JOB VACANCY

TITLE: Storekeeper 2	SALARY RANGE: \$51,479.83 - \$74,754.23	POSTING NO.: 264-25	ISSUE DATE: 7/25/2025 CLOSING DATE: 8/25/2025			
LOCATION: Edna Mahan Correctional Facility for Women, Storeroom Unit – Union Twp., NJ		CLASS OF SERVICE: Competitive				
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING: <table style="width: 100%; border: none;"><tr><td style="width: 33%; vertical-align: top;"><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</td><td style="width: 33%; vertical-align: top;"><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</td><td style="width: 34%; vertical-align: top;"><input checked="" type="checkbox"/> Interested individuals who meet the stated requirements</td></tr></table>				<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
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JOB DESCRIPTION						
<p>Under the limited supervision of a supervisory official in a state department, institution, or agency, or a local jurisdiction coordinate the activities of workers engaged in receiving, storing, keeping inventory, and issuing supplies, parts, materials, and equipment; has charge of the operation of a storeroom, serves as team lead; does other related work as required.</p>						
REQUIREMENTS						
<p>EXPERIENCE: Three (3) years of experience in work involving receiving, storing, safeguarding, and recording parts, materials, equipment, and supplies of varied types in an organized storeroom.</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> <table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;"><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</td><td style="width: 50%; vertical-align: top;"><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</td></tr></table>				<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	<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	
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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