

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

**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Technical Assistant Classification, DOC	<b>SALARY RANGE:</b> \$53,807.27 - \$78,268.07	<b>POSTING NO.:</b> 295-25	<b>ISSUE DATE:</b> 8/15/2025 <b>CLOSING DATE:</b> 8/29/2025			
<b>LOCATION:</b> Bayside State Prison, Classification Unit – Maurice River Twp., NJ		<b>CLASS OF SERVICE:</b> Competitive				
<b>THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:</b> <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 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</td><td style="width: 33%; vertical-align: top;"><input 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 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
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<b>JOB DESCRIPTION</b>						
Under direction of a supervisory official in the Department of Corrections, performs technical support tasks involved in the classification of inmates, assists in the calculation of sentence expirations, the compilation of information, and preparation of materials for use by the Bureau of Parole, the State Parole Board and other committees; does related work as required.						
<b>REQUIREMENTS</b>						
<b>EDUCATION:</b> Successful completion of sixty (60) semester hour credits at an accredited college or university.  <b>EXPERIENCE:</b> One (1) year of experience performing general office or technical support work.  <b>NOTE:</b> Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.						
<b>BENEFIT(S)*</b>						
*Pursuant to the State/Department's policy, procedures and/or guidelines.						
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: <table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;"><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></ul></td><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none"><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></td></tr></table>				<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></ul>	<ul style="list-style-type: none"><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>	
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<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:                      DOC_OHR-Region3@doc.nj.gov Forward Response To:    Janice Sarclette Region 3 Personnel Services Bayside State Prison 4293 Route 47 Leesburq, NJ 08327						

DEDICATION

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HONOR

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INTEGRITY