

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

NOTICE OF JOB VACANCY

TITLE: Division Director	SALARY RANGE: \$168,600.00	POSTING NO.: 227-26	ISSUE DATE: 8/14/2026 CLOSING DATE: 8/28/2026
LOCATION: Central Office Headquarters, Division of Women and Veterans Services, PREA Compliance Unit – Trenton, NJ		CLASS OF SERVICE: Unclassified	
THIS POSTING IS ONLY OPEN TO THE FOLLOWING: ☐ 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 ☒ 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 ☐ Interested individuals who meet the stated requirements			
JOB DESCRIPTION The Division Director will lead the PREA Compliance Unit and serve as the Agency PREA (Prison Rape Elimination Act) Coordinator. The Director will guide the Department’s work to prevent, detect, and respond to sexual abuse and sexual harassment. Major duties include overseeing statewide PREA compliance, reviewing policies and data, supporting PREA audits, tracking corrective actions, and providing guidance and training. The Director will hold regular meetings with Institutional PREA Compliance Managers from all correctional facilities. The Director will also chair the PREA Accommodation Committee. The position works closely with executive leaders, facility staff, Legal Services, investigators, health care staff, and community partners.			
REQUIREMENTS EDUCATION: Juris Doctor (J.D.) or equivalent law degree from an accredited law school is required. EXPERIENCE: Four (4) years of professional experience in one or more areas related to the responsibilities of the position, including but not limited to legal services or legal practice, social services, government operations, corrections, program administration, policy development or analysis, regulatory compliance, investigations, civil rights, sexual safety, advocacy, or another related professional field. Experience with PREA, correctional operations, sexual safety and prevention practices, investigations, regulatory compliance, policy development, or work with vulnerable populations is preferred but not required.			
BENEFIT(S)* *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: • 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 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 Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863			