

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

NOTICE OF JOB VACANCY

<b>TITLE:</b> Classification Officer 1, DOC	<b>SALARY RANGE:</b> \$61,510.13 - \$89,809.93	<b>POSTING NO.:</b> 319-25	<b>ISSUE DATE:</b> 9/5/2025 <b>CLOSING DATE:</b> 9/19/2025
<b>LOCATION:</b> Garden State Correctional Facility, Classification Unit – Chesterfield, NJ		<b>CLASS OF SERVICE:</b> Competitive	
<b>THIS POSTING IS ONLY OPEN TO THE FOLLOWING:</b> <div><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</div> <div><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</div> <div><input type="checkbox"/> Interested individuals who meet the stated requirements</div>			
<b>JOB DESCRIPTION</b>			
<p>Under the limited supervision of a Classification Officer 3 or other supervisory official in the Department of Corrections, applies appropriate state and federal laws and department regulations governing the level of security, status, transfer, and involuntary commitment of inmates; classifies inmates using the Objective Classification System; coordinates inmate records, checks inmate progress, calculates sentence expirations, and prepares materials for use by the Bureau of Parole, the State Parole Board, and other committees; does other related duties as required.</p> <p><b>More Specifically,</b> Intake Unit - Reports to the CO3 under the direction of the Supervising Classification Officer, responsible for identifying state sentenced IPs, creating itag records from finalized JOCs, communicating with the State Supreme Courts to ensure timely receipt of JOCs, communicating with CJ liaisons to create the intake rosters for transfer into the GYCF-Reception Center, assists with the inter-institutional schedule and movements of IPs within the facilities.</p> <p>Release Unit- Reports to the CO3 under the direction of the Supervising Classification Officer, responsible for obtaining documents, reviewing all professional reports, court records, criminal histories and manual calculations for preparation of the CCRC and IRC meetings required for approval of the IPs release.</p>			
<b>REQUIREMENTS</b>			
<p><b>NOTE:</b> 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>Six (6) years of professional experience in program delivery or development in providing education, rehabilitative, or social services for persons with emotional, social or behavioral problems, or experience in the review of records and/or classification of inmates which shall have included providing recommendations for vocational and other rehabilitation programs, and/or probation or parole work with inmates of a penal or correctional facility.</p> <p><b>OR</b></p> <p>Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.</p>			
<b>BENEFIT(S)*</b> <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> <div><div><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></div><div><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></div></div>			
<b>APPLICATION INSTRUCTIONS</b>			
<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>			