

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

NOTICE OF JOB VACANCY

TITLE: Institutional Trade Instructor 2, Clothing	SALARY RANGE: \$58,170.67 - \$84,795.97	POSTING NO.: 345-25	ISSUE DATE: 10/3/2025 CLOSING DATE: 11/3/2025
LOCATION: Edna Mahan Correctional Facility for Women, DEPTCOR – Union Twp., NJ		CLASS OF SERVICE: Competitive	
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 Under supervision of a supervisory official in the Department of Corrections, trains, coordinates, plans, and oversees inmates in the assigned work activities in areas related to Clothing Production, Knitting, Needle Trade Industries and/or Shoe Manufacturing; as required assigns tasks to subordinates and takes lead in planning and implementation of the program; does other related work as required.			
REQUIREMENTS EXPERIENCE: Three (3) years of experience as an instructor in clothing production, knitting, needle trades industry and/or shoe manufacturing. OR Three (3) years of journey level experience in clothing production, knitting, needle trades industry and/or shoe manufacturing in a commercial setting. NOTE: A license or a certificate of journeyman or equivalent status from a trade union or similar association in a field (those identified above) may be substituted for one (1) year of general or journey level experience.			
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: DOC_OHR-Region4@doc.nj.gov Forward Response To: Megan Cardinale Region 4 Personnel Services Edna Mahan Correctional Facility for Women 30 County Road 513 Clinton, NJ 08809			

DEDICATION

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HONOR

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INTEGRITY