

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

NOTICE OF JOB VACANCY

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                    |                                      |                                                                        |
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| <b>TITLE:</b><br>Assistant Promotional Material Specialist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>SALARY RANGE:</b><br>\$73,706.89 - \$108,073.49 | <b>POSTING NO.:</b><br>355-25        | <b>ISSUE DATE:</b><br>10/10/2025<br><b>CLOSING DATE:</b><br>10/27/2025 |
| <b>LOCATION:</b> Central Office Headquarters, DEPTCOR – Trenton, NJ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                    | <b>CLASS OF SERVICE:</b> Competitive |                                                                        |
| <b>THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:</b><br><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 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 checked="" type="checkbox"/> Interested individuals who meet the stated requirements</div>                                                                                                                                                                                                                                                                                                                                                                  |                                                    |                                      |                                                                        |
| <b>JOB DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                    |                                      |                                                                        |
| <p>Under direction of a supervisory official, assists in development of promotional material, utilizing all media, and in the mechanical production and physical dissemination of information and written material; does other related duties as required.</p> <p><b>More Specifically,</b> the position requires experience in digital graphic design and development for various platforms including print, web, email, and outdoor/indoor signage. Applicant must have demonstrated experience in the Adobe Suite of products including InDesign, Photoshop, Illustrator, and Acrobat. The position will design collateral material including brochures, sales sheets, catalogs, annual reports, newsletters, signage, and other materials as required. Applicant must be well versed in digital file preparation and sizing for various forms of printing, signage, web, and email. Experience shooting still photography and videography is a plus, but not required.</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>Seven (7) years of professional experience in advertising, collection, analysis, preparation, and dissemination of bulletins, pamphlets, brochures, exhibits, and displays.</p> <p><b>OR</b></p> <p>Possession of a Bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                    |                                      |                                                                        |
| <b>BENEFIT(S)*</b><br><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><b><i>If selected for an interview, your digital or print portfolio will be required to be presented as part of the interview.</i></b></p> <div><div>Emailed resumes are to be sent only to:</div><div>Civilian.Recruitment@doc.nj.gov</div><div>Forward Response To:</div><div>Robert Smith<br/>Region 6 Personnel Services<br/>Central Office, Civilian Recruitment<br/>P.O. Box 863<br/>Trenton, NJ 08625-0863</div></div>                                                                                                                                  |                                                    |                                      |                                                                        |