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

NOTICE OF JOB VACANCY

TITLE:	SALARY RANGE: \$64,340.11 - \$94,061.71	POSTING NO.: 376-25	ISSUE DATE: 10/24/2025
Senior Management Assistant	\$04,340.11 - \$94,001.71	370-23	CLOSING DATE:
			11/10/2025
LOCATION: Central Office Headquarters, Infrastructure and Grounds –		CLASS OF SERVICE: Competitive	
Trenton, NJ THIS POSTING IS ONLY OPEN TO THE FOLLOWING:			
Current Department of Corrections State employees who are permanent Interested individuals who meet the			
employees who are permanent in a competitive in a competitive title or a Civil Service stated requirements			
title or a Civil Service Commission-approved	Commission-approved non-competitive title.		
non-competitive title. Subject to current	Subject to current promotional and hiring		
promotional and hiring restrictions restrictions			
JOB DESCRIPTION			
Under the direction of a manager in a state department, institution or agency, or within a local government jurisdiction, provides			
varied, complex administrative services in support of a manager(s) within the area of assignment; assists in the coordination of			
management/administrative activities of an assigned unit or work area; does other related duties.			
REQUIREMENTS NOTE: Applicants must meet one of the following or combination of both experience and education. Thirty (30) semester hour credits			
are equal to one (1) year of relevant experience.			
Six (6) years of professional experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.			
verification and/or application or department/agency rules, regulations, policies and procedures.			
OR			
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Possession of a Bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional			
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 benef		ii ii	
 Alternate Work Week available for 	some positions • Fle	xible and Health Savings /	Accounts (FSA)/(HSA)
		on Reimbursement	
		c Student Loan Forgiveness (PSLF)	
		\$250 in rewards for exercising	
		membership discounts	
Health and Life Insurance Diversity		ersity & Inclusion events	1
Pet Insurance available through cer	rtain plans • Wo	rkplace security, health ar	nd safety
	• Inc	arcerated Person empowe	erment 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.			
Free ited recovers are to be continued to			
Emailed resumes are to be sent only to:	Civilian.Recruitment@doc	.nj.gov	
Forward Response To:	Robert Smith		San Taranta Caracter
Region 6 Personnel Services			
Central Office, Civilian Recruitment			
P.O. Box 863			
Trenton, NJ 08625-0863			
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