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

## **NOTICE OF JOB VACANCY**

| TITLE: Technical Assistant  | <b>SALARY RANGE:</b> \$43,236.45 - \$62,340.34 | POSTING NO.: 390-25                                    | 10/31/2025                  |
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| LOCATION: New Jersey State Prison, Business Office – Trenton, 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  Commission-approved non-competitive title. Subject to current promotional and hiring restrictions   |  |  |                             |
| JOB DESCRIPTION   |  |  |                             |
| Under supervision of a supervisory official in a state department or agency or a local jurisdiction, performs technical functions in providing information and assistance in reviewing and verifying data of a routine nature; does other related duties.   |  |  |                             |
| REQUIREMENTS  |  |  |                             |
| <b>EXPERIENCE:</b> Two (2) years of experience in reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization.   |  |  |                             |
| NOTE: Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.  |  |  |                             |
| BENEFIT(S)*  *Pursuant to the State/Department's policy, procedures and/or guidelines.  |  |  |                             |
| Joining the second largest department in the leadership of staff members. Statewide benef   |  | penefits to acknowledge the                            | e hard work, dedication and |
| <ul> <li>Alternate Work Week available for some positions</li> <li>Flexible and Health Savings Accounts (FSA)/(HSA)</li> </ul>  |  |  | ccounts (FSA)/(HSA)         |
|   |  | on Reimbursement                                       |                             |
| Deferred Compensation  Paid Time Off  |  | blic Student Loan Forgivene                            |                             |
| <ul><li>Paid Time Off</li><li>13 State Holidays</li></ul>   | ·  | to \$250 in rewards for exer<br>m membership discounts | cising                      |
| Health and Life Insurance   |  | ersity & Inclusion events                              |                             |
| Pet Insurance available through cer   |  | rkplace security, health and                           | d safety                    |
| ,   | · ·  | arcerated Person empower                               |                             |
| APPLICATION INSTRUCTIONS  |  |  |                             |
| Please include resume and copy of transcripts (<br>response. Posting title and number must be inc<br>only. Additionally, you must provide your email a  | luded in the subject line of your ema          | ail. All attachments must be                           | sent in PDF or word format  |
| 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                         |  |                             |

DEDICATION \* HONOR \* INTEGRITY