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

NOTICE OF JOB VACANCY

TITLE:	**SALARY RANGE:**	**POSTING NO.:**	**ISSUE DATE:**
Identification Officer or; Senior Identification Officer	$48,807.15 - $70,640.85 $53,281.62 - $77,370.62	294-26	10/9/2026 **CLOSING DATE:** 10/26/2026
LOCATION: Central Office Headquarters, Special Investigations Division – 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

☐ 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

Identification Officer – Under direction of a supervisory officer, performs work involved in the identification of persons through the use of fingerprints, photography and DNA sample collection; serves as a member of the institutional Pre-Release Committee; does related work as required.

Senior Identification Officer - Under direction a supervisory officer at a state department, institution, or agency, has charge of an identification program through the use of photography, fingerprints and DNA sample collection; serves as a member of the institutional Pre-Release Committee; does related work as required.

REQUIREMENTS

Identification Officer –

EXPERIENCE: One (1) year of experience in the taking, filing, and searching of fingerprints in an organization using a standard alphanumeric system.

Senior Identification Officer –

EXPERIENCE: Two (2) years of experience in work involving taking, classifying, and filing fingerprints in an organization using a standard alphanumeric system.

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: 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

The New Jersey Department of Corrections is an Equal Opportunity Employer