

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

NOTICE OF JOB VACANCY

TITLE: Classification Officer 1, DOC	SALARY RANGE: \$63,662.98 - \$92,953.28	POSTING NO.: 297-26	ISSUE DATE: 10/9/2026 CLOSING DATE: 10/26/2026
LOCATION: South Woods State Prison, Classification Unit – Bridgeton, NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS <u>ONLY</u> 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 the limited supervision of a Classification Officer 3 or other supervisory official in the Department of Corrections, applies appropriate state and federal laws and department regulations governing the level of security, status, transfer, and involuntary commitment of inmates; classifies inmates using the Objective Classification System; coordinates inmate records, checks inmate progress, calculates sentence expirations, and prepares materials for use by the Bureau of Parole, the State Parole Board, and other committees; does other related duties as required.			
REQUIREMENTS			
NOTE: 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. Six (6) years of professional experience in program delivery or development in providing education, rehabilitative, or social services for persons with emotional, social or behavioral problems, or experience in the review of records and/or classification of inmates which shall have included providing recommendations for vocational and other rehabilitation programs, and/or probation or parole work with inmates of a penal or correctional facility. OR 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 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-Region9@doc.nj.gov Forward Response To: Marilyn Serrano Region 9 Personnel Services South Woods State Prison 215 Burlington Road South Bridgeton, NJ 08302			

DEDICATION

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HONOR

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INTEGRITY