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

NOTICE OF JOB VACANCY

TITLE: Director of Services	**SALARY RANGE:** $168,600.00	**POSTING NO.:** 309-26	**ISSUE DATE:** 10/30/2026 **CLOSING DATE:** 11/17/2026
LOCATION: Central Office Headquarters, Division of Women and Veterans Services, Office of Statewide Services – Trenton, NJ		**CLASS OF SERVICE:** Unclassified	

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

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☐ Interested individuals who meet the stated requirements

JOB DESCRIPTION

Under the direction of the Assistant Commissioner, Division of Administration, in the Department of Corrections, organizes and directs the activities of a fiscal component in support of a major agency, division, or department.

More specifically, this position maintains the Department's central repository of services and activities offered across all NJDOC facilities, identify service gaps, and work with facilities and community partners to develop new opportunities for incarcerated persons.

REQUIREMENTS

EXPERIENCE: A minimum of four (4) years of supervisory experience in corrections, community supervision, human services, reentry, or a related field. Experience administering, coordinating, overseeing, or developing services and activities for incarcerated or justice involved persons. Demonstrated ability to maintain service information, identify gaps, build professional networks, and work with community stakeholders. Strong interpersonal and communication skills, including the ability to serve as a liaison with facilities, agencies, and service providers.

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

OR

Four (4) years of relevant experience in service administration, coordination, oversight, or development for incarcerated or justice involved persons. Experience used to substitute for the degree must be in addition to the required four (4) years of supervisory 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: Bonnie.Lutz@doc.nj.gov

Forward Response To:
Jennifer Caignon, Assistant Commissioner
Office of Human Resources
Central Office
P.O. Box 863
Trenton, NJ 08625-0863

DEDICATION * HONOR * INTEGRITY

The New Jersey Department of Corrections is an Equal Opportunity Employer