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:**
Secretarial Assistant 1, Non-Stenographic	$50,990.49 - $73,901.79	314-26	10/30/2026 **CLOSING DATE:** 11/17/2026
LOCATION: Central Office Headquarters, Office of Community Programs – 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

Under supervision, provides secretarial, administrative and clerical support to an assigned assistant division director, bureau chief, or organizational equivalent; types correspondence and reports, prepares letters on routine matters, provides requested information to internal and external customers, maintains a schedule of appointments and the daily engagement calendar of the executive official; utilizes various information systems for daily work assignments used by the agency, office, or related units; does other related duties as required.

REQUIREMENTS

EXPERIENCE: Three (3) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

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