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:**
Personnel Assistant 1	$91,628.18 - $134,900.38	316-26	11/6/2026 **CLOSING DATE:** 11/23/2026
LOCATION: East Jersey State Prison, Office of Human Resources, Region 2 Personnel Services – Woodbridge, 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 the general direction of a higher level supervisory official in a state department, institution, or agency, supervises a major personnel program area such as personnel research, administrative services, employee counseling, personnel services, recruitment, management assistance, personnel orientation, or employee relations; as part of a personnel program, supervises the work activities of a unit performing employee relations tasks; or under the direction of a Personnel Officer or equivalent, acts as an Assistant Personnel Officer; in a small institution, acts as a Personnel Officer; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; 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.

Eight (8) years of professional experience in a personnel program of a public or private organization.

OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.

OR

Possession of a master's degree in business administration, personnel administration, public administration, management, or other related field from an accredited college or university; and three (3) 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-Region2@doc.nj.gov

Forward Response To:

Office of Human Resources
Region 2 Personnel Services
East Jersey State Prison
Lock Bag "R"
Rahway, NJ 07065

DEDICATION * HONOR * INTEGRITY

The New Jersey Department of Corrections is an Equal Opportunity Employer