

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

NOTICE OF JOB VACANCY

TITLE: Institutional Trade Instructor 2, Electronics	SALARY RANGE: \$58,170.67 - \$84,795.97	POSTING NO.: 432-25	ISSUE DATE: 12/5/2025 CLOSING DATE: 12/19/2025			
LOCATION: New Jersey State Prison, Maintenance Unit – Trenton, NJ		CLASS OF SERVICE: Competitive				
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING: <table style="width: 100%;"><tr><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> 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</td><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> 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</td><td style="width: 34%; vertical-align: top;"><input checked="" type="checkbox"/> Interested individuals who meet the stated requirements</td></tr></table>				<input type="checkbox"/> 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	<input type="checkbox"/> 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	<input checked="" type="checkbox"/> Interested individuals who meet the stated requirements
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JOB DESCRIPTION						
Under supervision of a supervisory official in a correctional facility in the Department of Corrections, coordinates, plans, trains, assists inmates, and as necessary lower grade employees in work activities in the area of the electronics shop; does other related duties as required.						
REQUIREMENTS						
Three (3) years of experience at the journey level in the electronics trade or as a trade or vocational education instructor in electronics, or any combination thereof.						
BENEFIT(S)*						
<small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>						
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: <ul style="list-style-type: none">• 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: <div style="text-align: right;">Civilian.Recruitment@doc.nj.gov</div> Forward Response To: <div style="text-align: right;">Robert Smith Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863</div>						

DEDICATION

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HONOR

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INTEGRITY