

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

NOTICE OF JOB VACANCY

TITLE: Technical Assistant	SALARY RANGE: \$43,236.54 - \$62,340.34	POSTING NO.: 448-25	ISSUE DATE: 12/26/2025 CLOSING DATE: 1/12/2026
LOCATION: East Jersey State Prison, Business Office – Woodbridge, NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <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 </div> <div style="width: 30%;"> <input checked="" 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 </div> <div style="width: 30%;"> <input type="checkbox"/> Interested individuals who meet the stated requirements </div> </div>			
JOB DESCRIPTION			
Under supervision of a supervisory official in a state department or agency or a local jurisdiction, performs technical functions in providing information and assistance in reviewing and verifying data of a routine nature; does other related duties.			
REQUIREMENTS			
Two (2) years of experience in reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization.			
NOTE: Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of 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: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <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 <ul style="list-style-type: none"> 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 </div>			
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.			
<div style="display: flex; justify-content: space-between;"> <div style="width: 35%;"> Emailed resumes are to be sent only to: Forward Response To: </div> <div style="width: 60%;"> DOC_OHR-Region2@doc.nj.gov Chanda Curtis Region 2 Personnel Services East Jersey State Prison Lock Bag "R" Rahway, NJ 07065 </div> </div>			

DEDICATION

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HONOR

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INTEGRITY