

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

NOTICE OF JOB VACANCY

TITLE: Program Assistant, Corrections	SALARY RANGE: \$77,143.55 - \$113,263.75	POSTING NO.: 454-25	ISSUE DATE: 12/26/2025 CLOSING DATE: 1/12/2026
LOCATION: Central Office Headquarters, Division of Women and Veterans Services – Trenton, NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS ONLY OPEN TO THE FOLLOWING: <div><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><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><input type="checkbox"/> Interested individuals who meet the stated requirements</div>			
JOB DESCRIPTION			
<p>Under supervision in the Department of Corrections, confers with heads of operating units to review, analyze, and assist with development of proposed programs, operating procedures, and methods; reviews newly implemented programs; prepares recommendations for changes and revisions relative to programs, and does field work in connection therewith; does other related duties as required.</p> <p>More specifically, the Division of Women and Veteran Services is seeking a qualified Veteran Services Coordinator to support initiatives serving incarcerated veterans. This individual shall be responsible for identifying veterans within the incarcerated population, coordinating services with internal and external partners, supporting program development, and assisting with data collection and analysis related to veteran-focused programming. Additionally, the individual shall:</p> <ul style="list-style-type: none">• Screen and identify incarcerated individuals with prior military service using approved assessment tools and intake processes;• Collaborate with community-based organizations, state agencies, and veteran service providers to connect eligible individuals with benefits, resources, and reentry services;• Schedule and coordinate interviews, assessments, and program activities related to incarcerated veterans;• Assist in the development, implementation, and support of programs and services tailored to justice-involved veterans;• Collect, track, and maintain program data in accordance with departmental standards; and• Assist with data analysis, reporting, and outcome measurement related to veteran services and programming <p>The Program Assistant will be stationed at Central Office Headquarters, Trenton, NJ and expected to travel to NJDOC facilities on a regular basis. Candidates with prior military service are strongly encouraged to apply; such experience is preferred but not required.</p>			
REQUIREMENTS			
<p>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.</p> <p>Seven (7) years of professional experience in work involving institutional care, custody, and training of persons deprived of their liberty, and/or work involving supervision in the community of parolees, probationers, or juvenile delinquents.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.</p> <p>OR</p> <p>Possession of a master's degree in Sociology, Psychology, Social Work, Education, Public Administration, Behavioral Sciences, Criminal Justice, or a related field of study from an accredited college or university; and two (2) years of the above-mentioned professional experience.</p>			
<p>(Continued on next page)</p>			

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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

• Flexible and Health Savings Accounts (FSA)/(HSA)

• Telework available for some positions

• Tuition Reimbursement

• Deferred Compensation

• Public Student Loan Forgiveness (PSLF)

• Paid Time Off

• Up to \$250 in rewards for exercising

• 13 State Holidays

• Gym membership discounts

• Health and Life Insurance

• Diversity & Inclusion events

• Pet Insurance available through certain plans

• 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

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HONOR

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INTEGRITY

The New Jersey Department of Corrections is an Equal Opportunity Employer