



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

October 26, 2021 NOTICE OF JOB VACANCY #21-386

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below:

TITLE: Assistant Director, Juvenile Justice Commission

SALARY: \$120,000.00 to \$127,000.00

LOCATON: Juvenile Justice Commission
Juvenile Parole & Transitional Services
1001 Spruce Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Executive Director of the Juvenile Justice Commission, assists in the overall administration and management practices of assigned component programs related to parole, aftercare, classification, education, and placement assessments, detention practices and risk management initiatives, and directs the planning, coordination, and implementation of designed community programs to educate, rehabilitate, and develop juvenile offenders to become productive members of society; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree supplemented by a Master's degree in Sociology, Psychology, Social Work/Administration, Education, Guidance and Counseling, Penology, Criminal Justice, Public Administration, or related subject of study.

EXPERIENCE: Five (5) years of program experience in the field of juvenile justice/social work administration or coordination of community-based programs in the orientation, training, treatment, education, and rehabilitation efforts of socially maladjusted and/or juvenile offenders, four (4) years of which shall have involved the management of a large-scale social service agency, juvenile justice organization, or troubled adolescent outreach community services program.

NOTE: Applicants who do not possess the required education may substitute additional program experience as indicated above on a year-for-year basis for the Bachelor's degree, with thirty (30) semester hour credits being equal to one (1) year of college, and two (2) additional years of program experience for the Master's degree.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey, only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determination will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-386 and a current resume on or before the closing date of November 9, 2021 to:

Recruitment Officer
jjcrecruitment@jjc.nj.gov

-OR-

Juvenile Justice Commission
Office of Human Resources
Recruitment Officer
P.O. Box 107
Trenton, NJ 08625-0107

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply

