



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

March 9, 2023 NOTICE OF JOB VACANCY #23-164

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for current State employees with permanent service in a competitive title, or the approved non-competitive title, who meet the requirements specified below:

TITLE: Education Program Assistant 2
SALARY: \$40,719.93 to \$57,034.14
LOCATION: [Juvenile Justice Commission](#)
Office of Education
New Jersey Training School
Monroe Township, New Jersey 08831

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of a supervisory official in a state department or agency, in an educational setting, performs responsible clerical duties related to research, reference, statistical, inspection, investigation, fiscal, analytical, and interpretive activities within an assigned area; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/20062.htm>

REQUIREMENTS

EDUCATION: Completion of 60 semester hour credits of study from an accredited college or university.

EXPERIENCE: Two (2) years of experience in secretarial and/or clerical work.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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 essential duties of the position.

RESUME NOTE: Eligibility determinations 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.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19 vaccinations, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

If qualified, please send a cover letter indicating interest in job vacancy announcement #23-164, and a current resume on or before the closing date of March 23, 2023 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.

