



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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WILLIAM H. CRANFORD
Chief Administrative Officer

March 20, 2023 NOTICE OF JOB VACANCY #23-190

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 indicated below:

TITLE: Assistant Superintendent Corrections 3

SALARY: \$87,578.62 to \$124,980.46

LOCATION: [Juvenile Justice Commission](#)
New Jersey Training School
471 Grace Hill Road
Monroe Township, New Jersey 08831

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under administrative direction of the Superintendent 1 Corrections, in the Juvenile Justice Commission, within the New Jersey Training School, directs work programs, staff, and other activities of resident work teams, engaged in the performance of various industrial, production, maintenance, community, and other service programs; does related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience in administering correctional programs or four (4) years of experience in program administration in a public or private organization, three (3) years of which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

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 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.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #23-190 and a current resume on or before the closing date of **April 3, 2023** to the Recruitment Officer at jjcrecruitment@jjc.nj.gov.

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.

