



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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*Chief Administrative Officer*

### September 12, 2023 NOTICE OF JOB VACANCY #23-543

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 who meet the requirements specified below:

**TITLE:** Technical Assistant Classification  
**SALARY:** \$48,531.07 to \$68,387.05  
**LOCATION:** [Juvenile Justice Commission](#)  
Office of Classification, Intake, and Release  
471 Grace Hill Road  
Monroe Township, NJ 08831

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under direction of a supervisory official in the Juvenile Justice Commission, performs technical support tasks involved in the classification of inmates, assists in the calculation of sentence expirations, the compilation of information, and preparation of materials for use by the Bureau of Parole, the State Parole Board and other committees; does related work as required. Please see the Civil Service Commission (CSC) job specification for additional information: [Job Specification 61391 \(state.nj.us\)](#)

### **REQUIREMENTS**

**EDUCATION:** Successful completion of sixty (60) semester hour credits at an accredited college.

**EXPERIENCE:** One (1) year of experience performing technical support work for an inmate classification program in a penal or correctional facility.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated above 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.

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 #23-543, unofficial college transcripts (if applicable), and a current resume to the Recruitment Officer at [jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov) on or before the closing date of **September 26, 2023**.

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

