



Philip D. Murphy  
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State of New Jersey  
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DEPARTMENT OF LAW AND PUBLIC SAFETY  
Juvenile Justice Commission  
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Executive Director

March 28, 2024  
NOTICE OF JOB VACANCY  
JJC #060-24

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:** Administrative Analyst 3  
**SALARY:** \$75,386.19 to \$107,247.18  
**LOCATION:** [Juvenile Justice Commission](#)  
Johnstone Campus – Classification, Intake, and Release  
50 Burlington Road  
Bordentown, NJ 08505

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

**DUTIES:** Under direction of the Manager of the Office of Classification, Intake, and Release, assists in the development of effective practices to support young people in the care of the Juvenile Justice Commission; coordinates and enters information into necessary systems to ensure compliance with applicable laws and statutes; assesses current and proposed programs and initiatives to increase positive outcomes for youth; coordinates agency activities related to the parole release efforts for youthful offenders; participates in committees, work groups, and required meetings to evaluate existing programs and practices and make recommendations for improvement; assists the Manager of the Office of Classification, Intake, and Release and the Deputy Executive Director - Operations with special projects as required. Please see the Civil Service Commission (CSC) job specification for additional information: [info.csc.state.nj.us/jobspec/50075.htm](http://info.csc.state.nj.us/jobspec/50075.htm).

**REQUIREMENTS**

**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.

Seven (7) years of professional experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

**OR**

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

**OR**

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and two (2) years of the above-mentioned professional experience.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**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 JJC #057-24, proof of degree (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 **April 11, 2024**.

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

