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DEPARTMENT OF LAW AND PUBLIC SAFETY
Juvenile Justice Commission
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April 26, 2024
NOTICE OF JOB VACANCY
JJC #067-24

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: Supervising Classification Officer
SALARY: \$86,546.27 to \$123,424.67
LOCATION: [Juvenile Justice Commission](#)
Johnstone Campus – Classification, Intake, and Release Unit
50 Burlington Road
Bordentown, NJ 08505

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of a supervisory Official in the Juvenile Justice Commission, supervises activities and staff conducting classification functions in either secure or residential juvenile correctional facilities; supervises staff performing classification functions and the administration of the Objective Classification System including the review of expiration of sentence calculations to ensure accuracy; supervises the organization and submission of relevant medical, custodial, psychological, psychiatric, substance abuse, social services, educational, and other information concerning youthful offenders that is presented at initial classification and subsequent periodical reviews by the Classification Committee; reviews expiration of sentence calculations to ensure accuracy of timely prosecutor's notification; ensures preparation of records for review by the appropriate committee; does other related duties. Please see the Civil Service Commission (CSC) job specification for additional information: info.csc.state.nj.us/jobspec/61401.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.

Nine (9) years of professional experience in program delivery or development in providing education, habilitative, or social services for persons with emotional, social or behavioral problems, or, experience in the review of records and classification of residents or juvenile offenders which shall have included providing recommendations for vocational and other rehabilitation programs, and/or probation or parole work with residents of a penal or correctional facility, one (1) year of which shall have been in the capacity of a lead worker.

OR

Possession of a bachelor's degree from an accredited college or university including or supplemented by twenty-four (24) semester hour credits in a combination of any of the following areas: criminal justice, legal research, law, sociology, psychology, or other related areas of the behavioral or social sciences; and five (5) 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 #067-24, proof of degree (if applicable), and a current resume to the Recruitment Officer at jicrecruitment@jjc.nj.gov on or before the closing date of **May 10, 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

