



Philip D. Murphy
Governor

State of New Jersey
Office of the Attorney General
DEPARTMENT OF LAW AND PUBLIC SAFETY
Juvenile Justice Commission

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May 17, 2024
NOTICE OF JOB VACANCY
JJC #079-24

Opportunities currently exist 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: Education Program Assistant 1

SALARY: \$48,056.98 to \$67,611.10

LOCATION: [Juvenile Justice Commission](#) [Juvenile Justice Commission](#) [Juvenile Justice Commission](#)

Costello Prep RCH	Voorhees RCH	Central Office
800 Carranza Road	201 Route 513	1001 Spruce Suite
Tabernacle, NJ 08088	Glen Gardner, NJ 08826	Ewing, NJ 08638
<i>One (1) Vacancy</i>	<i>One (1) Vacancy</i>	<i>One (1) Vacancy</i>

NUMBER OF POSITIONS AVAILABLE: Three (3) – Location preference is required.

DUTIES: Under direction of a supervising official in a state department, institution, or agency, in an educational setting, performs the more responsible detailed clerical duties related to research, reference, statistical, inspection, 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: info.csc.state.nj.us/jobspec/20063.htm

REQUIREMENTS

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

EXPERIENCE: Three (3) years of experience in secretarial and/or clerical work with a government agency or private industry.

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

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #079-24 and location preference, proof of degree (if applicable), and a current resume to the Recruitment Officer at jjcrecruitment@jjc.nj.gov on or before the closing date of **May 31, 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.



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