



**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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*Attorney General*

**Tahesha L. Way**  
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**P.O. Box 107**  
**Trenton, New Jersey 08625-0107**

**Jennifer LeBaron, Ph.D.**  
*Executive Director*

**February 27, 2025**  
**NOTICE OF JOB VACANCY**  
**JJC #034-25**

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below:

**TITLE:** Education Program Assistant 1

**SALARY:** \$49,738.97 to \$69,977.54

**LOCATION:**

<a href="#"><u>Juvenile Justice Commission</u></a>	<a href="#"><u>Juvenile Justice Commission</u></a>	<a href="#"><u>Juvenile Justice Commission</u></a>	<a href="#"><u>Juvenile Justice Commission</u></a>
Costello Prep RCH	Voorhees RCH	Johnstone Campus	Central Office
800 Carranza Road	201 Route 513	50 Burlington Road	1001 Spruce Suite
Tabernacle, NJ 08088	Glen Gardner, NJ 08826	Bordentown, NJ 08505	Ewing, NJ 08638
<i>One (1) Vacancy</i>	<i>One (1) Vacancy</i>	<i>One (1) Vacancy</i>	<i>One (1) Vacancy</i>

**NUMBER OF POSITIONS AVAILABLE:** Four (4) – 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](http://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.

**SPECIAL NOTE:** Appointment to this title may be made provisionally, pending the outcome of an open-competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting CSC eligible list are subject to removal.

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 #034-25 and location preference, 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 **March 13, 2025**.

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.



**REALIZING POTENTIAL & CHANGING FUTURES**  
New Jersey Is An Equal Opportunity Employer  
Printed on Recycled Paper and Recyclable

