

**NEW JERSEY DEPARTMENT OF CORRECTIONS**  
**WHITTLESEY ROAD**  
**P.O. BOX 863**  
**TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY**

**CANDIDATES WHO PREVIOUSLY APPLIED TO POSTING #397-25**

**DO NOT NEED TO RE-APPLY**

<b>TITLE:</b> Instructional Technician Secured Facilities	<b>SALARY RANGE:</b> \$49,266.17 - \$71,402.77	<b>POSTING NO.:</b> 27-26	<b>ISSUE DATE:</b> 02/13/2026 <b>CLOSING DATE:</b> 03/2/2026
<b>LOCATION:</b> Garden State Correctional Facility, Educational Services – Chesterfield, NJ		<b>CLASS OF SERVICE:</b> Non-Competitive	
<b>THIS POSTING IS ONLY OPEN TO THE FOLLOWING:</b>			
<input type="checkbox"/> Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions	<input type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions	<input checked="" type="checkbox"/> Interested individuals who meet the stated requirements	
<b>JOB DESCRIPTION</b>			
<p>Under close supervision of a professional-level instructor, teacher, or counselor within the Department of Corrections or Juvenile Justice Commission assists in a variety of remedial/instructional support services during formal and informal classes, discussions, lessons, and educational experiences of assigned inmates, youth groups, and/or individuals within a secured facility, residential community home, or day program for juveniles. Applies a guided process of assigned paraprofessional level work, discipline, and directed study; does other related work as required.</p>			
<b>REQUIREMENTS</b>			
<p><b>EDUCATION:</b> Sixty (60) semester hour credits from an accredited college or university, including or supplemented by eighteen (18) semester hour credits in a combination of any of the following areas: education, social work, criminal justice/law and justice, psychology, sociology, philosophy, anthropology, political science, urban studies, history, geography, communication, math, physical or natural science, English or other related field.</p>			
<b>BENEFIT(S)*</b>			
<p><small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small></p>			
<p>Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:</p> <ul style="list-style-type: none"> <li>• Alternate Work Week available for some positions</li> <li>• Telework available for some positions</li> <li>• Deferred Compensation</li> <li>• Paid Time Off</li> <li>• 13 State Holidays</li> <li>• Health and Life Insurance</li> <li>• Pet Insurance available through certain plans</li> <li>• Flexible and Health Savings Accounts (FSA)/(HSA)</li> <li>• Tuition Reimbursement</li> <li>• Public Student Loan Forgiveness (PSLF)</li> <li>• Up to \$250 in rewards for exercising</li> <li>• Gym membership discounts</li> <li>• Diversity &amp; Inclusion events</li> <li>• Workplace security, health and safety</li> <li>• Incarcerated Person empowerment and rehabilitation</li> </ul>			
<b>SAME PROGRAM INFORMATION</b>			
<p>The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, visit the CSC Website at: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a>, email: <a href="mailto:SAME@csc.nj.gov">SAME@csc.nj.gov</a> or please <a href="#">click here</a>. If you have any questions, please email, or call the contact as indicated on the job vacancy announcement. If you are applying under the NJ "SAME" program, your supporting documents must be submitted along with your resume by the closing date indicated above.</p>			
<b>APPLICATION INSTRUCTIONS</b>			
<p>Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.</p>			
<p>Emailed resumes are to be sent only to: <a href="mailto:Civilian.Recruitment@doc.nj.gov">Civilian.Recruitment@doc.nj.gov</a></p>			
<p>Forward Response To:</p> <p>Robert Smith Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863</p>			

**DEDICATION**

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**HONOR**

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**INTEGRITY**