

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

**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Senior Management Assistant	<b>SALARY RANGE:</b> \$64,340.11 - \$94,061.71	<b>POSTING NO.:</b> 39-26	<b>ISSUE DATE:</b> 2/27/2026 <b>CLOSING DATE:</b> 3/13/2026
<b>LOCATION:</b> Central Office Headquarters, Office of Community Programs – Trenton, NJ		<b>CLASS OF SERVICE:</b> 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 checked="" 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 type="checkbox"/> Interested individuals who meet the stated requirements			
<b>JOB DESCRIPTION</b>			
<p>Under the direction of a manager in a state department, institution or agency, or within a local government jurisdiction, provides varied, complex administrative services in support of a manager(s) within the area of assignment; assists in the coordination of management/administrative activities of an assigned unit or work area; does other related duties.</p> <p><b>Specifically</b>, within the Office of Community Programs in this role, the candidate will support management by handling complex administrative tasks, conducting research, and preparing reports. Key responsibilities include gathering and summarizing data, analyzing operational processes for efficiency, organizing meetings and events, and maintaining essential records and databases. The candidate will also draft correspondence and assist in implementing administrative improvements. Ideal candidates should be detail-oriented, capable of making recommendations for operational enhancements, and willing to learn various information recording systems used by the agency.</p>			
<b>REQUIREMENTS</b>			
<p><b>NOTE:</b> Applicants must meet one of the following or combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Six (6) years of professional experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.</p> <p><b>OR</b></p> <p>Possession of a Bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.</p>			
<b>BENEFIT(S)*</b>			
<small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>			
<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>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: <span style="float: right;">Civilian.Recruitment@doc.nj.gov</span></p> <p>Forward Response To: <span style="float: right;">Robert Smith Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863</span></p>			

DEDICATION

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HONOR

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INTEGRITY