



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- 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
- 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
- Interested individuals who meet the stated requirements

**Issue Date:** April 19, 2024

**Posting No.:** 162-24

**TITLE:** Classification Officer Apprentice **SALARY:** \$54,906.96 - \$77,527.65

**LOCATION:** East Jersey State Prison, Classification Unit – Rahway, NJ

**JOB DESCRIPTION:** Under the close supervision of a Supervising Classification Officer or other supervisory official, in a three-year training program, receives formal and on-the-job training to learn to apply appropriate state and federal laws and department regulations governing the level of security status, transfer, and involuntary commitment of inmates; as directed learns to participate in the activities involved in classifying inmates using the Objective Classification System, coordinates inmate records, calculates sentence expiration, and prepares materials for use by the Bureau of Parole, the State Parole Board, and other committees; does related work.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree, 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 disciplines of behavioral or social sciences.

**PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN MAY 3, 2024.**

Forward Response To: Region 2, Office of Human Resources  
East Jersey State Prison  
Lock Bag "R"  
Rahway, NJ 07065

**Emailed resumes are to be sent only to:** [\*\*DOC\\_OHR-Region2@doc.nj.gov\*\*](mailto:DOC_OHR-Region2@doc.nj.gov)