



**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: June 14, 2024

Posting No.: 250-24

TITLE: Institutional Trade Instructor 2, Clothing **SALARY:** \$54,302.95 - \$76,672.36

LOCATION: Bayside State Prison, DEPTCOR – Leesburg, NJ

JOB DESCRIPTION: Under supervision of a supervisory official in the Department of Corrections, trains, coordinates, plans, and oversees inmates in the assigned work activities in areas related to Clothing Production, Knitting, Needle Trade Industries and/or Shoe Manufacturing; as required assigns tasks to subordinates and takes lead in planning and implementation of the program; does other related work as required.

REQUIREMENTS

EXPERIENCE: Three (3) years of experience as an instructor in clothing production, knitting, needle trades industry and/or shoe manufacturing.

OR

Three (3) years of journey level experience in clothing production, knitting, needle trades industry and/or shoe manufacturing in a commercial setting.

NOTE: A license or a certificate of journeyman or equivalent status from a trade union or similar association in a field (those identified above) may be substituted for one (1) year of general or journey level experience.

RESIDENCY REQUIREMENT: Residency eligibility in order of precedence: 1. Maurice River Township, 2. Cumberland County/Cape May County, 3. Salem County.

PLEASE INCLUDE RESUME AND COPY OF LICENSE/CERTIFICATE (UNOFFICIAL COPIES ARE ACCEPTABLE), IF APPLICABLE, 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 JULY 1, 2024.

Forward Response To: Janice Sarclette, PA 1, HR
Regional Personnel Services, Region 3
Bayside State Prison
4293 Route 47
Leesburg, NJ 08327

Emailed resumes are to be sent only to:

DOC_OHR-Region3@doc.nj.gov