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

## **NOTICE OF JOB VACANCY**

TITLE:	SALARY RANGE:	POSTING NO.:	ISSUE DATE:	
Technical Assistant	\$41,774.43 - \$58,386.45	220-25	6/16/2025 CLOSING DATE:	
	JAKIN	HATT	7/1/2025	
<b>LOCATION:</b> Garden State Correctional Facility, Office of Human Resources, Region 1 Personnel Services – Chesterfield, NJ		CLASS OF SERVICE: Competitive		
THIS POSTING IS ONLY OPEN TO THE	FOLLOWING:	·	7-7	
Current Department of Corrections State employees who are permanent Interested individuals who meet the				
employees who are permanent in a competitive in a competitive title or a Civil Service stated requirements title or a Civil Service Commission-approved Commission-approved non-competitive title.				
title or a Civil Service Commission-approved non-competitive title. Subject to current  Commission-approved non-competitive title.  Subject to current promotional and hiring				
promotional and hiring restrictions restrictions				
IOD DESCRIPTION				
JOB DESCRIPTION  Under supervision of a supervisory official in a state department or agency or a local jurisdiction, performs technical functions in				
providing information and assistance in reviewing and verifying data of a routine nature; does other related duties				
REQUIREMENTS				
<b>EXPERIENCE</b> : Two (2) years of experience in reviewing, verifying, authorizing, and/or providing information and assistance of a				
technical or fiscal nature in a public or private organization.				
NOTE: Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or				
university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.  BENEFIT(S)*				
*Pursuant to the State/Department's policy, procedures and/or guidelines.				
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:				
		ble and Health Savings Accounts (FSA)/(HSA) n Reimbursement		
		c Student Loan Forgiveness (PSLF)		
Paid Time Off     Up to \$250 in rewards for exercising		` '		
13 State Holidays	•	n membership discounts		
<ul> <li>Health and Life Insurance</li> </ul>	• Dive	Diversity & Inclusion events		
<ul> <li>Pet Insurance available through cer</li> </ul>		kplace security, health an		
		rcerated Person empowe	rment and rehabilitation	
APPLICATION INSTRUCTIONS  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 word format only. Additionally, you must prov	st be included in the subject line of	your email. All attachmen	ts must be sent in PDF or	
closing date.				
Emailed resumes are to be sent only to: DOC_OHR-Region1@doc.nj.gov				
Forward Response To: Pilar Tortorello				
Region 1 Personnel Services				
Garden State Correctional Facility				
PO Box 11401				
Yardville, NJ 08620				

DEDICATION \* HONOR \* INTEGRITY