

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

**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Locksmith	<b>SALARY RANGE:</b> \$47,179.11 - \$66,373.68	<b>POSTING NO.:</b> 273-24	<b>ISSUE DATE:</b> 7/12/2024 <b>CLOSING DATE:</b> 7/26/2024
<b>LOCATION:</b> Garden State Correctional Facility, Maintenance Unit – Yardville, NJ			
<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>			
Under direction of a Crew Supervisor Locksmiths or other supervisory official in a State or local agency or institution, installs, repairs, rebuilds and opens varied types of mechanical or electronic locking and security devices; makes new and duplicate keys; does related work as required.			
<b>REQUIREMENTS</b>			
<b>EXPERIENCE:</b> Two (2) years of comprehensive experience in the repair, alteration, and installation of locks, door checks and keys of varied types.			
<b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.			
<b>BENEFIT(S)*</b>			
<small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>			
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:			
<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> </ul>		<ul style="list-style-type: none"> <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>			
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.			
Emailed resumes are to be sent only to:		Civilian.Recruitment@doc.nj.gov	
Forward Response To:		Civilian Recruitment – Office of Human Resources Central Office Regional Personnel Services, Region 6 P.O. Box 863 Trenton, NJ 08625-0863	

DEDICATION

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HONOR

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INTEGRITY