

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

NOTICE OF JOB VACANCY

TITLE: Personnel Aide 1	SALARY RANGE: \$41,774.43 - \$58,386.45	POSTING NO.: 284-24	ISSUE DATE: 7/22/2024 CLOSING DATE: 8/5/2024
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LOCATION: Office of Human Resources, Region 2 Personnel Services – Avenel, NJ

THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

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| <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 |
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JOB DESCRIPTION

Under close supervision of a supervisory official in the personnel office of a state department, institution, or agency, performs limited, technical duties in connection with and support of one or more various areas of the general personnel program requiring independent application of Civil Service Commission and Department of the Treasury rules, regulations, policies, and procedures as applied to varying situations; does other related duties as required.

REQUIREMENTS

EDUCATION: Completion of sixty (60) semester hour credits from an accredited college or university.

NOTE: Applicants who do not possess the required education may substitute experience in clerical/technical personnel work requiring the application of rules, regulations, policies, and procedures 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:

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| <ul style="list-style-type: none"> • Alternate Work Week available for some positions • Telework available for some positions • Deferred Compensation • Paid Time Off • 13 State Holidays • Health and Life Insurance • Pet Insurance available through certain plans | <ul style="list-style-type: none"> • Flexible and Health Savings Accounts (FSA)/(HSA) • Tuition Reimbursement • Public Student Loan Forgiveness (PSLF) • Up to \$250 in rewards for exercising • Gym membership discounts • Diversity & Inclusion events • Workplace security, health and safety • Incarcerated Person empowerment and rehabilitation |
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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 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:

DOC_OHR-Region2@doc.nj.gov

Forward Response To:

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

DEDICATION

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HONOR

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INTEGRITY