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

NOTICE OF JOB VACANCY

TITLE: Storekeeper 2	**SALARY RANGE:** $49,738.97 - $69,977.54	**POSTING NO.:** 290-24	**ISSUE DATE:** 7/22/2024 **CLOSING DATE:** 8/5/2024

LOCATION: South Woods State Prison, Commissary Unit – Bridgeton, NJ

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

JOB DESCRIPTION

Under the limited supervision of a supervisory official in a state department, institution, or agency, or a local jurisdiction coordinates the activities of workers engaged in receiving, storing, keeping inventory, and issuing supplies, parts, materials, and equipment; has charge of the operation of a storeroom, serves as team lead; does related work as required.

REQUIREMENTS

EXPERIENCE: Three (3) years of experience in work involving receiving, storing, safeguarding and recording parts, materials, equipment, and supplies of varied types in an organized storeroom.

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:

- 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
- 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

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-Region9@doc.nj.gov

Forward Response To:

Suzanne Walker, Manager 2
Region 9, Office of Human Resources
South Woods State Prison
215 Burlington Road South
Bridgeton, NJ 08302

DEDICATION * HONOR * INTEGRITY

The New Jersey Department of Corrections is an Equal Opportunity Employer