

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

NOTICE OF JOB VACANCY

TITLE: Technical Assistant Personnel	SALARY RANGE: \$53,807.27 - \$78,268.07	POSTING NO.: 192-26	ISSUE DATE: 07/10/2026 CLOSING DATE: 07/24/2026
LOCATION: Bayside State Prison, Office of Human Resources, Region 3 Personnel Services – Maurice River Twp., NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS <u>ONLY</u> 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 general direction of a supervisory official in a personnel office, supervises a subordinate unit in the performance of Complex technical duties and/or performs paraprofessional responsibilities for prescribed technical projects or programs requiring the independent application of Department of Personnel and Department of the Treasury rules, regulations, policies, and procedures to varying situations; does other related duties as required.			
REQUIREMENTS			
EDUCATION: Completion of sixty (60) semester hour credits from an accredited college or university. EXPERIENCE: Two (2) years of experience in technical, clerical personnel work involving the application of procedural rules, regulations, policies, and procedures. NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above 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: - 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-Region3@doc.nj.gov	
Forward Response To:		Tiffany Weis Region 3 Personnel Services Bayside State Prison 4293 Route 47 Leesburg, NJ 08327	

DEDICATION

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HONOR

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INTEGRITY