

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

NOTICE OF JOB VACANCY

<b>TITLE:</b> Program Support Specialist 2, Assistance Programs	<b>SALARY RANGE:</b> \$73,706.89 - \$108,073.49	<b>POSTING NO.:</b> 329-25	<b>ISSUE DATE:</b> 9/12/2025 <b>CLOSING DATE:</b> 10/10/2025
<b>LOCATION:</b> Central Office Headquarters, Office of Programming and Supportive Services – Trenton, NJ		<b>CLASS OF SERVICE:</b> Competitive	
<b>THIS POSTING IS ONLY OPEN TO THE FOLLOWING:</b> <div><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</div> <div><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</div> <div><input type="checkbox"/> Interested individuals who meet the stated requirements</div>			
<b>JOB DESCRIPTION</b>			
<p>Under the limited supervision of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; May take the lead over entry level Program Support Specialist staff; conducts program related site visits, studies, and investigations as needed; may take the lead over lower level staff; does other related work as required.</p> <p><b>More specifically,</b> This position requires frequent travel between OPSS/COHQ and facilities designated within the northern region (NSP, EMCF, EJSP &amp; ADTC); requires direct service to the incarcerated population including providing education on key reentry services and assistance with completing applications for identification documents; processing of applications; transferring of identification documents between regional facilities and OPSS/COHQ; completion of JCAPs (discharge plans) as needed; maintaining statistical data reports; all other duties as assigned.</p>			
<b>REQUIREMENTS</b>			
<p><b>NOTE:</b> Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Six (6) years of professional experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program.</p> <p><b>OR</b></p> <p>Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.</p> <p><b>OR</b></p> <p>Possession of a master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field from an accredited college or university; and one (1) year of the above-mentioned professional experience</p>			
<b>BENEFIT(S)*</b> <small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>			
<p>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:</p> <div><div><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></div><div><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></div></div>			
<b>APPLICATION INSTRUCTIONS</b>			
<p>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.</p> <p>Emailed resumes are to be sent only to:                      Civilian.Recruitment@doc.nj.gov</p> <p>Forward Response To:    Robert Smith    Region 6 Personnel Services    Central Office, Civilian Recruitment    P.O. Box 863    Trenton, NJ 08625-0863</p>			

DEDICATION                      \*                      HONOR                      \*                      INTEGRITY