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

NOTICE OF JOB VACANCY

TITLE: Technical Assistant 2	**SALARY RANGE:** $55,690.52 - $81,007.52	**POSTING NO.:** 323-26	**ISSUE DATE:** 11/20/2026 **CLOSING DATE:** 12/07/2026
LOCATION Edna Mahan Correctional Facility for Women, Office of Programming and Supportive Services – Union Twp., NJ		**CLASS OF SERVICE:** Competitive	

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, performs complex technical duties and functions as an independent worker for prescribed technical projects or programs requiring the independent application of rules, regulations, policies, and procedures to varying situations within the particular area of assignment; does other related duties as required.

More Specifically, responsible for a broad range of duties within the unit under the supervision of the Supervising Program Support Specialist, including, but not limited to: providing primary phone coverage, inclusive of fielding calls from outside callers, other NJDOC staff, incarcerated persons' family members and outside community agencies; reviewing, sorting and routing incoming correspondence; receiving, logging-in (via an iTag case note) and securing social security cards, birth certificates and other incarcerated persons' identification documents; preparing memos and communication and generating reports as directed by SPSS; preparing meeting agendas; drafting meeting minutes; scheduling appointments, and general filing responsibilities; all other duties as assigned.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with an Associate's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE: Two (2) years of experience in providing support to functions such as grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public, and/or others.

NOTE: Applicants who do not possess the required experience may substitute additional education as indicated 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-Region4@doc.nj.gov

Forward Response To:
Office of Human Resources
Region 4 Personnel Services
Edna Mahan Correctional Facility for Women
30 County Road 513
Clinton, NJ 08809

DEDICATION * HONOR * INTEGRITY

The New Jersey Department of Corrections is an Equal Opportunity Employer