



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Acting Administrator

July 10, 2020

NOTICE OF JOB VACANCY #20-158

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Classification Officer 2
SALARY: \$59,861.07 to \$84,916.53
LOCATION: Juvenile Justice Commission
Juvenile Medium Security Facility - Johnstone Campus
Bordentown, NJ 08505

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of a Supervising Classification Officer at the Juvenile Medium Security Facility, Juvenile Justice Commission, applies state and federal laws and department regulations governing the level of security, status, transfer, and involuntary commitment of coordinating resident records; classifies residents using the Objective Classification System; coordinates inmate records, checks residents progress, calculates sentence expirations, and prepares materials for use by the Bureau of Parole, State Parole Board, and other committees; does other related duties.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-four (24) semester hour credits in a combination of any of the following areas: criminal justice, legal research, law, sociology, psychology, or other related areas of the behavioral or social sciences.

NOTE: Applicants who have successfully completed the twenty-four (24) semester hour credits listed above but who do not meet the remaining education requirement 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: Three (3) years of experience in program delivery or development in providing education, habilitative, or social services for persons with emotional, social or behavioral problems, or, experience in the review of records and classification of inmates which shall have included providing recommendations for vocational and other rehabilitation programs, and/or probation or parole work with inmates of a penal or correctional facility.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

RESUME NOTE: Eligibility determinations are based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #20-158, a copy of your unofficial college transcript (required) and a current resume on or before the closing date of July 24, 2020 to:

Recruitment Officer
jjcrecruitment@jjc.nj.gov

-OR-

Juvenile Justice Commission
Office of Human Resources- Recruitment Officer
P.O. Box 107, Trenton, NJ 08625-0107

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

