



NEW JERSEY STATE PAROLE BOARD

NOTICE OF VACANCY



Lateral Opportunity **Promotional Opportunity**

JOB POSTING:	26-026	ISSUE DATE:	03/25/2026	CLOSING DATE:	04/08/2026
TITLE:	Personnel Assistant 1/63255			WORK WEEK:	NL
LOCATION:	Human Resources Unit Central Office 171 Jersey St., Trenton, NJ 08625	RANGE:	R28	SALARY:	\$88,529.64 - \$130,338.54
		CLASS OF SERVICE:	Competitive		
		UNIT SCOPE:	I203		
		WORK SCHEDULE:	Monday – Friday (8:30am – 4:30pm)		

THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

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| <input type="checkbox"/> Current New Jersey State Parole Board employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions. | <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. | <input type="checkbox"/> Interested individuals who meet the stated requirements. |
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JOB DESCRIPTION

DEFINITION:	<p>Under the general direction of a higher level supervisory official in a state department, institution, or agency, supervises a major personnel program area such as personnel research, administrative services, employee counseling, personnel services, recruitment, management assistance, personnel orientation, or employee relations; as part of a personnel program, supervises the work activities of a unit performing employee relations tasks; or under the direction of a Personnel Officer or equivalent, acts as an Assistant Personnel Officer; in a small institution, acts as a Personnel Officer; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.</p> <p>NOTE: Knowledge of Civil Service Commission rules/regulations and any knowledge of the following systems is preferred: Personnel Management Information System (PMIS), Risk Management Information System (RMIS), Employee Pension Information Connection (EPIC) and Electronic Cost Accounting and Timekeeping System (eCATS).</p> <p>NOTE: Preference will be given to applicants who have been permanently appointed to the title of Personnel Assistant 2 for at least one (1) year.</p> <p>NOTE: Preference will be given to a candidate with experience working within a law enforcement agency.</p>
NOTE:	<p>The examples of work for this title are for illustrative purposes only. Job specifications for this position can be found using this link: info.csc.nj.gov/jobspec/63255.htm. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p>

REQUIREMENTS

EDUCATION / EXPERIENCE:	<p>NOTE: 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>Eight (8) years of professional experience in a personnel program of a public or private organization.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.</p> <p>OR</p>
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	<p>Possession of a master's degree in business administration, personnel administration, public administration, management, or other related field from an accredited college or university; and three (3) years of the above-mentioned professional experience.</p> <p>NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.</p>
LICENSE / CERTIFICATION:	Appointee 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 the essential duties of the position.
SPECIAL NOTICES	
RESUME NOTE:	Eligibility determinations will be based upon information presented on the resume and application only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.
PUBLIC SERVICE LOAN FORGIVENESS:	As an employee of the State of NJ, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S Department of Education's website at https://studentaid.gov/pslf/ .
VETERANS PREFERENCE:	Are you a veteran? If so, proof of your NJ Veterans Preference is required with your application. Please provide a copy of your New Jersey Civil Service Commission Notification of Veterans Status along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at: https://www.nj.gov/csc/jobs/veterans/ .
RESIDENCY:	Effective September 1, 2011, the NJ First Act (P.L. 2011, c.70), requires all State employees to reside in NJ, unless exempted under the law. Current State employees employed prior to September 1, 2011, who live out-of-state and do not have a break-in service of more than seven (7) calendar days are exempt. New employees or current employees who were not grandfathered and who live out-of-state have one (1) year after the date of employment to relocate their residence to NJ or request an exemption. Current employees who reside in NJ must retain NJ residency unless an exemption is obtained by the employee. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.
TB TESTING:	District Parole Office support staff and institutionally assigned employees shall be administered a TB test. Additionally, all newly hired Central Office employees and volunteers with at least seven (7) hours per week of contact with offenders shall be administered a TB test.
AVAILABLE BENEFITS:	<p>As a NJ State Department, the NJ State Parole Board provides a comprehensive list of benefits to employees. The benefits include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Alternate Work Week and/or Telework • NJ Pension Plan • Deferred Compensation • Health and Life Insurance with Partial Vision • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA/HSA) • Tuition Reimbursement • Paid Time Off (benefit leave time varies depending on years of service) • State Holidays
FILING INSTRUCTIONS	
<p>Interested candidates must submit a cover letter, current resume, unofficial transcripts, any previously unsubmitted transcripts, and/or foreign degree evaluation (if applicable), as a single PDF, including the announcement number in the subject line via e-mail to SPB-Jobpostings@spb.nj.gov.</p> <p>All applications must be received by the closing date April 8, 2026. Please note, only application packages completed in their entirety will be considered for employment.</p> <p>Be sure to include the Job Posting # 26-026 in the subject line of your email or cover letter.</p>	