JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625

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

Issue Date: May 17, 2024

Posting No.: 206-24

TITLE: Classification Officer 3 **SALARY**: $75,386.19 - $107,247.18

LOCATION: East Jersey State Prison, Classification Unit – Rahway, NJ

JOB DESCRIPTION: Under direction of a Supervising Classification Officer or other supervisory official, leads a team/group composed of professional/technical staff in the application of state and federal laws and department regulations governing the level of security, status, transfer, and involuntary commitment of inmates; leads activities involved in classifying inmates, coordinating inmate records, checking inmate progress, and in preparing materials for use by the Bureau of Parole, State Parole Board, and other committees; does other related duties.

REQUIREMENTS

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.

Eight (8) years of professional 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, 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.

OR

Possession of a Bachelor's degree from an accredited college or university, 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; and four (4) years of the above-mentioned professional experience.

PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN JUNE 3, 2024.

Forward Response To:

Region 2, Office of Human Resources
East Jersey State Prison
Lock Bag "R"
Rahway, NJ 07065

Emailed resumes are to be sent only to: **DOC_OHR-Region2@doc.nj.gov**

The New Jersey Department of Corrections is an Equal Opportunity Employer