



**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: March 28, 2024

Posting No.: 137-24

TITLE: Personnel Assistant 2; or
Personnel Assistant 3

SALARY: \$72,014.33 - \$102,361.07
\$62,836.72 - \$89,042.11

LOCATION: Office of Human Resources, Region 1 Personnel Services - Yardville, NJ

JOB DESCRIPTION:

Personnel Assistant 2— Under direction of a Personnel Assistant 1 or other supervisory official in a state department, institution, or agency, acts in the capacity of a principal assistant in the supervision of the overall, or a significant portion of the overall, personnel program area such as classification, recruitment, personnel orientation and training, personnel research, administrative services, employee counseling and personnel services, management assistance, or employee relations; or performs personnel work of considerable technical difficulty in one or more of the above major personnel program areas; does other related work.

Personnel Assistant 3— Under supervision of a supervisory official in a state department, institution, or agency, performs moderately difficult personnel work pertinent to one or more major personnel program areas such as classification, recruitment, personnel orientation and training, personnel research, administrative services, employee counseling and personnel services, and management assistance; does other related work.

REQUIREMENTS

Personnel Assistant 2 –

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.

Seven (7) years of professional experience in the personnel program of a public or private organization.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

OR

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 two (2) years of the above-mentioned professional experience.

Personnel Assistant 3 –

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.

Six (6) years of professional experience in a personnel program of a public or private organization.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

OR

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 one (1) year of the above-mentioned professional experience.

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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 APRIL 12, 2024.

Forward Response To:

Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-0863

**Emailed resumes should be
sent only to:**

Civilian.Recruitment@doc.nj.gov