**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 13, 2022

**Posting No.:** 151-22

**TITLE**: Technical Assistant 1, Purchasing **SALARY**: $39,921.50 - $55,915.85

**LOCATION**: Central Office, Office of Financial Management, Procurement and Contract Management - Trenton, NJ

**JOB DESCRIPTION**: Under direction of a Technical Assistant 2 or other supervisory official, performs functions in support of purchasing operations; does related work as required.

**REQUIREMENTS**

**EDUCATION:** Completion of sixty (60) semester hour credits at an accredited college.

**EXPERIENCE:** One (1) year of paraprofessional or technical support experience in procurement/purchasing.

**NOTE:** Applicants who do not possess the required 60 semester hour credits may substitute additional experience as indicated above on a year-for-year basis.

**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 MAY 27, 2022.**

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 are to be sent only to:** **Civilian.Recruitment@doc.nj.gov**

*The New Jersey Department of Corrections is an Equal Opportunity Employer*