



Philip D. Murphy  
Governor

State of New Jersey  
Office of the Attorney General  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
Juvenile Justice Commission  
P.O. Box 107  
Trenton, New Jersey 08625-0107

Matthew J. Platkin  
Attorney General

Tahesha L. Way  
Lt. Governor

Jennifer LeBaron, Ph.D.  
Executive Director

January 23, 2025  
NOTICE OF JOB VACANCY  
JJC #015-25

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:** Program Specialist 2  
**SALARY:** \$60,062.18 to \$85,033.04  
**LOCATION:** [Juvenile Justice Commission](#)  
Office of Local Programs & Services  
1001 Spruce Street Suite 202  
Ewing, NJ 08638

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the limited supervision of a Program Specialist 3 or 4, or other supervisory official in a state department, institution or agency, or in a local jurisdiction, takes the lead over professional and/or technical staff engaged in program activities; performs professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work. Please see the Civil Service Commission (CSC) job specification for additional information: [info.csc.state.nj.us/jobspec/64483.htm](http://info.csc.state.nj.us/jobspec/64483.htm)

**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.

Six (6) years of professional experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services.

**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 from an accredited college or university in a discipline appropriate to the position; and one (1) year of the above-mentioned professional experience.

**LICENSE:** 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.

**PREFERENCE:** Preference may be given to candidates who have strong writing skills, and those who are certified and/or have experience in restorative practices.

**RESUME NOTE:** Eligibility determinations will be 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.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

This position may be eligible to telework for up to two (2) days a week as part of the JJC's Pilot Telework Program as authorized by the Civil Service Commission (CSC).

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement JJC #015-25, proof of degree, and a current resume to the Recruitment Officer at [jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov) on or before the closing date of **February 6, 2025**.

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

