



State of New Jersey

Philip D. Murphy
Governor

Office of the Attorney General

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Attorney General

DEPARTMENT OF LAW AND PUBLIC SAFETY

Tahesha L. Way
Lt. Governor

Youth Justice Commission
P.O. Box 107
Trenton, New Jersey 08625-0107

Jennifer LeBaron, Ph.D.
Executive Director

April 24, 2025
NOTICE OF JOB VACANCY
YJC #067-25

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Youth Justice Commission, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Personnel Assistant 1
SALARY: \$85,535.88 to \$121,891.47
LOCATION: [Youth Justice Commission](#)
Office of Human Resources
1001 Spruce Street, Suite 202
Ewing, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: We are seeking a highly organized and detail-oriented supervisor to oversee the Classification and Recruitment Unit under the supervision of the Manager 1, Human Resources. This position will be responsible for ensuring compliance with all classification, recruitment and employment regulations, ensuring adherence to eligibility requirements for all appointments, reviewing salary calculations, processing promotional and open competitive announcements, and reviewing job postings to ensure compliance. Please see the Civil Service Commission (CSC) job specification for additional information: info.csc.state.nj.us/jobspec/63255.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.

Eight (8) 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 four (4) 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; and three (3) years of the above-mentioned professional experience.

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.

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.

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.

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

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

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement YJC #067-25, proof of degree (if applicable), and a current resume to the Recruitment Officer at jjcrecruitment@jjc.nj.gov on or before the closing date of **May 8, 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.



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