



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

**Philip D. Murphy**  
*Governor*

**Matthew J. Platkin**  
*Attorney General*

**Tahesha L. Way**  
*Lt. Governor*

**Jennifer LeBaron, Ph.D.**  
*Executive Director*

**April 17, 2025**  
**NOTICE OF JOB VACANCY**  
**YJC #003-25**

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Youth Justice Commission, for applicants who meet the requirements indicated below:

- TITLE:** Assistant Director, Juvenile Justice Commission
- SALARY:** \$165,775.38
- LOCATION:** Youth Justice Commission  
 Johnstone Campus - Office of Classification & Operational Support  
 50 Burlington Road  
 Bordentown, NJ 08831

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

**DUTIES:** Under direction of a Deputy Executive Director of the Youth Justice Commission, assists in the overall administration and management practices of assigned component programs related to classification, intake, parole, reentry, education, placement assessments, and detention practices; oversees the resident disciplinary hearing process; provides support for special projects and agency initiatives; directs the planning, coordination, and implementation of designed programs to educate, rehabilitate, and develop youthful offenders to become productive members of society; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information: [info.csc.nj.gov/jobspec/61666.htm](http://info.csc.nj.gov/jobspec/61666.htm)

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Applicants who do not possess the required education may substitute additional program experience as indicated above on a year-for-year basis for the Bachelor's degree, with thirty (30) semester hour credits being equal to one (1) year of college, and two (2) additional years of program experience for the Master's degree.

**EXPERIENCE:** Five (5) years of program experience in the field of juvenile justice/social work administration or coordination of community based programs in the orientation, training, treatment, education, and rehabilitation efforts of socially maladjusted and/or juvenile offenders, four (4) years of which shall have involved the management of a large scale social service agency, juvenile justice organization, or troubled adolescent outreach community services program.

**LICENSE:** Appointees 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.

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement YJC #003-25, 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 **May 1, 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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