



**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

Issue Date: April 24, 2023

☐ 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

Posting No.: 208-23

☒ Interested individuals who meet the stated requirements

TITLE: Governor's Fellow

SALARY: \$75,000.00

LOCATION: Central Office, Office of the Chief of Staff- Trenton, NJ

JOB DESCRIPTION: As a participant in the Governor's Fellowship Program, under the close supervision of a cabinet member or other executive official in a State department, institution, or agency, in a learning environment, assists in the implementation of policies relating to modern government administrative practices and procedures and their practical application; does other related duties as required.

More specifically, Under the direction of the Chief of Staff, and in coordination with the various units within NJDOC including the Division of Operations, the Division of Programs & Services, the Division of Administration and Women's Services aid in researching, drafting and updating policies and procedures. Responsibilities include reviewing legislation and Attorney General Policies and Guidelines impacting NJDOC as well as researching best practices for correctional settings to aid in guiding the drafting of new policies and revising existing policies. In addition, responsibilities include reviewing existing policies, identifying policies in need of updating and working directly with the various divisions to revise those policies.

REQUIREMENTS

Graduation from an accredited college or university with a Master's degree and a combination of established excellence in academics and/or professional achievement; proven leadership ability and potential for further growth; demonstrated commitment to public service; effective written communication skills as demonstrated by writing assignment; evidence of effective teamwork.

NOTE: Applicants may utilize college credits in combination with the indicated experience to meet the job requirements. These credits will be applied on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

PLEASE INCLUDE RESUME, 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 12, 2023

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(Continued from previous page)

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