



**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:** August 27, 2021

**Posting No.:** 316-21

**TITLE:** Assistant Commissioner, Investigations, Safety and Security

**SALARY:** \$142,600.00

**LOCATION:** Central Office, Office of the Commissioner – Trenton NJ

**JOB DESCRIPTION:** Under the direction of the Commissioner of the New Jersey Department of Corrections, exercises executive control over the operating units and programs of the Department's Division of Investigations and Security. Manages an internal investigation unit for adult and youth correctional treatment facilities and security unit; coordination with other law enforcement units and agencies, and establishes investigative policy for the department; does related work.

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**REQUIREMENTS**

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

**NOTE:** *The preferred candidate will possess a Law degree.*

**EXPERIENCE:** Eight (8) years of management experience in a large government or private organization with responsibility in handling criminal law-related matters, all aspects of complex criminal investigations, experience in prosecution of criminal matters, coordination working with outside law enforcement units and agencies, oversight and management of staff, and development and implementations of initiatives, training, programs and reports/reporting requirements.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

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**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 SEPTEMBER 13, 2021.**

Forward Response To:

Elizabeth Whitlock, Director  
Office of Human Resources  
New Jersey Department of Corrections  
P.O. Box 863  
Trenton, New Jersey 08625-0863

**Emailed resumes are to be  
sent only to:**

**Bonnie.Lutz@doc.nj.gov**