**NEW JERSEY DEPARTMENT OF THE TREASURY**  
**NOTICE OF VACANCY**  

**POSTING #:**  
2022 - 061 - P  
**ISSUE DATE:**  
July 5, 2022  
**CLOSING DATE:**  
July 19, 2022

---

**TITLE:** Assistant Ombudsman Secured Facilities  
**OPEN TO:** General Public

**DIVISION:** The Office of the Corrections Ombudsman  
**TITLE CODE:** 60294  
**RANGE:** P30

**UNIT:** The Corrections Ombudsman  
**WORKWEEK:** NL (35 hours)

**LOCATION:** Whittlesey Road & Stuyvesant Avenue, Trenton, NJ  
**SALARY RANGE:** $87,578.61 – $124,980.50  
commensurate with experience

---

**POSITION DESCRIPTION**

The Office of the Corrections Ombudsperson seeks qualified candidates to serve as an Assistant Ombudsman Secured Facilities. Under the direction of the Ombudsman, the Assistant Ombudsman investigates and provides recommendations regarding complaints or concerns pertaining to the living conditions and treatment of state sentenced inmates to ensure their rights are protected and their grievances are addressed. The Assistant Ombudsman is tasked with: addressing all contacts received from inmates housed in the thirteen State Prison Facilities, fourteen Residential Community Release Programs, and the Special Treatment Unit for committed sexually violent predators; addressing contacts received from the general public with regard to incarcerated offenders or committed sexually violent predators; visiting institutional facilities on a regular basis and interviewing inmates and residents regarding grievances or complaints; providing recommendations for resolution, negotiation, referral or other appropriate action; and performing visual inspections of all Department of Corrections Prison Facilities and completing required inspection instruments. Confers with representatives of the Department of Corrections, Office of the Governor, Office of the Attorney General and any other concerned agencies as required. Performs other related duties upon request.

Standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process. Position offers a comprehensive benefits package including medical, prescription drug and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

---

**POSITION REQUIREMENTS**

**Education:** Graduation from an accredited college or university with a Bachelor's degree. Proof of degree is required.

**Experience:** Five (5) years of experience in a correctional setting providing direct service to inmates, two (2) years of which shall be in a supervisory capacity.

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

**Note:** A Master's degree in Sociology, Psychology, Social Work, Criminology or related field may be substituted for one year of the non-supervisory experience.

**License:** Appointees must possess a driver’s license valid in New Jersey in order to perform the essential duties of the position.
IMPORTANT NOTES

Veteran’s Preference: Veterans must provide proof of New Jersey Veteran’s Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran’s Status. For more information, please visit: http://www.state.nj.us/csc/seekers/veterans.

Foreign Degrees: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: https://nj.gov/labor/lwdhome/njfirst/NJFirst.html.

Work Authorization: Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on July 19, 2022:

• Cover letter/Letter of interest
• Resume
• Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the “ 2022-061-P – Assistant Ombudsman “ in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT
Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: ____________________________
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer