



State of New Jersey

Philip D. Murphy  
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DEPARTMENT OF LAW AND  
PUBLIC SAFETY  
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 #068-25

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

**TITLE:** Personnel Trainee  
**SALARY:** \$51,987.70  
**LOCATIONS:** [Youth Justice Commission](#)  
Office of Human Resources  
1001 Spruce Street Suite 202  
Ewing, NJ 08638

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

**DUTIES:** Under the direction of a supervisory officer in a State department, institution, or agency, as a trainee and productive worker, receives on-the-job training in government personnel practices and procedures and their application and does work which will provide practical personnel experience; does related work. Please see the Civil Service Commission (CSC) job specification for additional information: [info.csc.state.nj.us/jobspec/63250.htm](http://info.csc.state.nj.us/jobspec/63250.htm)

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree. Applicants must submit proof of Bachelor's degree completion to be considered. Therefore, one of the following items must be submitted together with a resume: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded. Failure to submit proof of degree completion, as aforementioned, will result in disqualification from consideration. Matriculating students cannot be considered.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey.

**ADVANCEMENT:** Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to one of the following titles in accordance with the New Jersey Civil Service Commission procedures: Personnel Assistant 4, Personnel Assistant 4 Employee Relations, and Human Resource Consultant 1.

**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 will result in your ineligibility.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

This position may be eligible to telework for up to two (2) days a week as part of the JJC'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 #068-25, a current resume and one of the following: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded (one is required for consideration) to the Recruitment Officer at [jjcrecruitment@jjc.nj.gov](mailto:jjcruitment@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.



REALIZING POTENTIAL & CHANGING FUTURES  
New Jersey Is An Equal Opportunity Employer  
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