

CAREER OPPORTUNITY NEW JERSEY JUDICIARY



POSITION TITLE: Project Specialist
FUNCTIONAL TITLE: Probation Officer (Mental Health Caseload)
Case Processing Band
Level 2b - Basic
(Unclassified)

OPENING DATE: December 18, 2009
CLOSING DATE: January 8, 2010
SALARY RANGE: \$40,707 - \$69,238*

LOCATION: Office of Trial Court Services
Probation Services Division
Administrative Office of the Courts

ANNOUNCEMENT: #09-68
POSITION NO.: TBD

THIS POSITION IS FUNDED BY A TEMPORARY NJ PROBATION SPECIALIZED MENTAL HEALTH CASELOAD EXPANSION GRANT FOR APPROXIMATELY TWO YEARS AT WHICH TIME THE GRANT CYCLE IS EXPECTED TO END. THE JOB ENDS WHEN FUNDING FOR THIS POSITION ENDS; THERE IS NO GUARANTEE OF CONTINUED EMPLOYMENT WITH THE JUDICIARY IN THE EVENT GRANT FUNDING IS NO LONGER AVAILABLE.

RESUMES ARE BEING ACCEPTED FOR LOCATIONS IN NORTHERN, CENTRAL AND SOUTHERN REGIONS OF NEW JERSEY. PLEASE INDICATE YOUR GEOGRAPHICAL PREFERENCE WHEN SUBMITTING A RESUME.

POSITION DESCRIPTION

The New Jersey Judiciary is seeking up to thirty (30) professional individuals to join the state's Probation Mental Health Caseload Expansion Program. Under the administrative direction of the Chief of Adult Probation Services and the operational supervision of the Vicinage Chief Probation Officers, the selected candidates will supervise a small specialized caseload of probation clients with mental health needs. Selected candidates will assist these clients in attaining specific goals to successfully complete their probationary term. They will also assist in identifying and addressing clients' psychological, vocational and economic needs, and will monitor their compliance with court-ordered conditions.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a bachelor's degree in the Behavioral or Social Sciences.

SUBSTITUTION: A Bachelor's degree in any area, which includes or is supplemented by twenty-four (24) credit hours in the Behavioral or Social Sciences, may be substituted for the required education.

NOTE: COLLEGE OR UNIVERSITY TRANSCRIPT IS REQUIRED. Previous experience in the mental health field, behavioral management, counseling or treatment, or a related field involving client services is preferred.

LICENSE: Appointee 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.

AUTHORIZATION TO WORK: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

SPECIAL NOTE: Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

The terms and conditions of employment will be governed by the applicable collective bargaining agreement.

INFORMATION FOR APPLICANTS

Applicants should submit a cover letter, complete with geographical preferences, announcement number, both day and evening telephone numbers along with a current resume, and **transcript** by January 8, 2010 to Barbara Levine (#09-68), Judiciary Personnel Office, Richard J. Hughes Justice Complex, PO Box 989, Trenton, NJ 08625 - **OR** - **Recruitment.Mailbox@Judiciary.state.nj.us**. **If you are responding to more than one Notice of Vacancy, please submit a copy of your resume/cover letter for each posting. Please include the announcement number in the subject line of your e-mail submission.**

*For current Judiciary employees, salary upon promotion or advancement will be an increase of 5% of base salary or the minimum salary of the band/level, whichever is greater. Employees who are hired directly from another branch of New Jersey state government may be hired at up to 5% above the salary they were being paid in the other branch of government. For newly hired individuals, the starting salary will normally be at the minimum of the salary range or up to 15% above the minimum salary based on education and experience; however, a higher salary may be approved based upon the particular qualifications of the selected candidate or the difficulty of the recruitment. In no case may the employee be paid more than the maximum salary for the title.

EMPLOYEE BENEFITS

Employees are eligible to enroll in various benefits programs including health insurance, dental insurance and a prescription drug plan; a group life insurance plan; and a retirement program. Employees are entitled to a minimum of one paid vacation day and one sick day for each month worked during the first calendar year. Additionally, employees earn three administrative leave days and receive thirteen paid holidays per year.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Courts of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

THE JUDICIARY OF NEW JERSEY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER