



**NEW JERSEY COURTS**  
invites applications for the position of:

## **Probation Officer or Probation Officer Bilingual in Spanish & English**

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<b>SALARY:</b>	See Position Description
<b>OPENING DATE:</b>	05/27/22
<b>CLOSING DATE:</b>	06/06/22 11:59 PM
<b>LOCATION:</b>	New Jersey (Multiple Locations)
<b>DESCRIPTION:</b>	

### **Salary Information\***

**Minimum Salary:** \$48,498.06

**Maximum Salary A:** \$82,490.05

**Maximum Salary B:** \$79,190.45

The New Jersey Judiciary is seeking self-starters interested in making a difference to perform the following duties in the New Jersey Trial Courts: interview defendants and victims of crime to prepare pre-sentence and pre-trial investigations reports; investigate defendants by checking criminal history records and contacting other agencies such as probation departments and courts; contact other agencies such as banks, insurance companies, credit card companies and hospitals for restitution information; contact drug treatment facilities regarding probationers' progress and child support agencies regarding custodial issues; supervise adults or juveniles placed on probation and assist them with positive behavioral change; monitor and enforce child support orders; and/or identify service needs and required interventions; conduct field work including home and jail visitations.

**When submitting your resume, you must indicate in order of preference up to four (4) vicinages from the 9 listed below in which you would like to be considered for employment:**

- Atlantic/Cape May • Bergen • Burlington • Camden • Essex • Hudson • Mercer
- Passaic • Somerset/Hunterdon/Warren

**Note:** The Judiciary currently offers a hybrid work schedule and this position may for qualify for up to 2 days of remote work outside of Judiciary buildings. To participate in this program, you will be required to have high speed home internet access. This program does not supersede the "New Jersey First Act", which requires newly hired Judiciary employees to establish and then maintain, principal residence in the State of New Jersey.

Effective February 1, 2022, the New Jersey Judiciary will require all state court judges and staff to provide to Human Resources either (1) proof of initial vaccination and booster against COVID-19 once eligible to receive the booster; or (2) results of weekly tests for COVID-19. This information is maintained in a secure Judiciary application that is accessible only by a limited group of Human Resources staff.

## EXAMPLE OF DUTIES:

## QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree in any area, which includes or is supplemented by twenty-four (24) credit hours in the behavioral or social sciences.

**Education Note:** College or university transcript is required at the interview. **An unofficial transcript is required to apply.**

**Testing:** Candidates selected to serve in a bilingual title must pass the Civil Service Commission Bilingual Communicative Ability Test (BICAT) performance examination or provide proof of having established bilingual proficiency with the Civil Service Commission prior to appointment.

**Note:** Key entry-level professional positions will be filled as they become available in the Criminal, Family and Probation Divisions. Selected candidates may be assigned to any of these divisions. For multi-county vicinages (Cumberland/Gloucester/Salem, Somerset/Hunterdon/Warren, Morris/Sussex) selected candidates may be assigned to any of the counties.

## SUPPLEMENTAL INFORMATION:

**Driver's License:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform 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.

**Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey.

**Veterans Status:** Are you a veteran? If so, please indicate this information on your employment application under the Veterans Status supplemental question. For information on Veteran's Preference, please visit the NJ Department of Military and Veteran's Affairs website at <http://www.state.nj.us/military/ogr/>.

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

**\*Minimum Salary Note:** For newly hired individuals, the starting salary will normally be at the minimum of the salary range. For current Judiciary employees, salary upon promotion or advancement will be an increase of 5% of base salary, not to exceed the maximum of the range, or the minimum salary of the band/level, whichever is greater.

**\*Maximum Salary Note:** Maximum Salary A is for Judiciary employees hired prior to October 31, 2015 and Maximum Salary B is for newly hired individuals or Judiciary employees hired on or after October 31, 2015.

The NJ Judiciary requires all applicants to complete the application process fully and as instructed. All applicants must complete the work experience and education sections and attach any required documents. Applications must describe all relevant work experience in detail, beginning with your current or most recent job, including military service (indicate rank), internships and job-related volunteer work, if applicable. Use a separate section to describe each position. Applicants who indicate "see resume" or enter their initials to acknowledge that they have skipped the Work History and Education sections will not be considered, unless they do not possess any education history or work experience. Only applicants that follow the application instructions and submit completed applications will be considered.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court 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 Committed to Ensuring an Open Door to Justice**

NeoGov applicant support at 1-855-524-5627 (toll free call)  
Monday through Friday, 8:00 AM to 5:00 PM Pacific Standard Time (PST)

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.njcourts.gov>

Position #PONC2022  
PROBATION OFFICER OR PROBATION OFFICER BILINGUAL IN  
SPANISH & ENGLISH  
PM

See Above  
Various Counties, NJ US

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**Probation Officer or Probation Officer Bilingual in Spanish & English Supplemental Questionnaire**

- \* 1. Do you possess a Bachelor's Degree that includes or is supplemented by 24 credit hours in the Behavioral or Social Sciences?  
 Yes     No
- \* 2. An unofficial college or university transcript is required to be uploaded into the employment application in order to be considered for this position. Please check below to acknowledge your understanding.  
 Acknowledgement
- \* 3. If you decline an invitation to attend an event or interview or decline an offered position by any of the vicinages you selected as a preference, you will be ineligible for other opportunities under the 2022 Probation Officer recruitment. If you need an accommodation or have questions regarding this provision, please email POResume.mbx@njcourts.gov. Please check below to acknowledge your understanding.  
 Acknowledgement
- \* Required Question