



PRESIDENTIAL NEWSLETTER

SPECIAL RECRUITMENT EDITION

December 15, 2000

By John Morton, Editor

All of us have had our job duties increased at one time or another because of short staffing. Caseloads continue to increase, but positions go unfilled. There are many reasons for this situation, but one of them is about to be lifted for a short time. If all our members put forth a little effort, we can help to fill the open positions and ease our own burden in the process.

Our employer indicates that the Department of Personnel's (DOP) Competitive hiring process takes too long, and doesn't yield enough viable candidates. They are concerned that the process surrounding the "Civil Service" test takes months to produce a list. Many candidates are no longer interested by the time the list is published and they are called for interviews. There has always been hiring without a list, called provisional hiring, but this still required the candidates to take the test and score well enough to be reached when the list came out.

PANJ members have made their position about qualifications very clear to the association's leadership and we have vigorously defended the current standard. PANJ and the Administrative Office of the Courts have agreed with the DOP to offer an Interim non-competitive appointment process in the near future. This means that individuals who possess the appropriate qualifications for Probation Officer may be hired and achieve permanent status without taking the written test, but they must pass the working test period of 120 days. This offer is extended only from December 30, 2000 to January 26, 2001. Any Probation Officers appointed provisionally prior to this period should verify that they have been converted to non-competitive appointments in between these dates.

We need PANJ members to identify and encourage qualified candidates to come forward and apply. By doing so, you help accomplish your goals and those of the Judiciary. PANJ

hopes to arrange for some recognition of any successful efforts in this area. The holidays are approaching and we may be meeting people at get-togethers. Keep in mind the following, and keep this newsletter for future reference.

Requirements: A **bachelor's degree** from an accredited college or university including or supplemented by **24 credit-hours in the behavioral or social sciences**. The 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. Candidates for a **bilingual title** will be required to pass the Department of Personnel proficiency skill testing prior to appointment.

Starting Salary: \$29,000 per year.

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.

For those who do not yet possess the requirements, the Department of Personnel will announce a new Probation Officer examination in February 2001. Potential applicants who will obtain their requirements in the following spring may be able to apply. The above information will be maintained in a special recruitment page at the PANJ website, www.panj.org and potential applicants can access it there.

Application Process: Applicants are to submit a **cover letter** indicating that they are applying for a Probation Officer position, both day and evening **phone numbers**, and current **resume** to the Human Resources Manager in any of the following locations where they seek employment.

Vic #1 - **Atlantic & Cape May** Tel# (609) 345-6700, x3247 New Jersey Superior Court, 1201 Bacharach Blvd., Atlantic City, NJ 08401 Fax: (609) 343-2142

Cape May Tel# (609) 463-6658 9 North Main Street, Cape May Court House, NJ 08210 Fax: (609) 463-6540

Vic #2 - **Bergen County Justice Center**, 10 Main Street, Suite 425, Hackensack, NJ 07601 Telephone: (201) 646-2800, Fax: (201) 646-2598

Vic #3 - **Burlington** New Jersey Superior Court, Burlington County, Court Facility, Room 704, 49 Rancocas Road, Mt. Holly, NJ 08060 Telephone: (609) 518-2746, Fax: (609) 518-2539

Vic #4 - **Camden** Hall of Justice, 101 South Fifth Street, Suite 3108, Camden, NJ 08103 Telephone: (856) 225-7094, Fax: (856) 225-7246

Vic #5 - **Essex** Superior Court of NJ - Essex Vicinage, Human Resources Division 50 West Market Street - Room 612, New Courts Building (NCB), Newark, NJ 07102 Telephone: (973) 693-5746, Fax: (973) 693-5738

Vic #6 - **Hudson** 595 Newark Avenue, Room #408, Jersey City, NJ 07306 Telephone: (201) 795-6610, Fax: (201) 795-6603

Vic #7 - **Mercer**, Human Resources Division Manager 209 South Broad Street, PO Box 8068, Trenton, NJ 08650 Telephone: (609) 989-6050, Fax: (609) 989-7702

Vic #8 - **Middlesex** Court Administrator's Office, 90 Paterson Street, PO Box 964, New Brunswick, NJ 08901-0964 Telephone: (732) 981-2183, Fax: (732) 981-2178

Vic #9 - **Monmouth**, Human Resources Manager Monmouth Superior Court, 71 Monument Park, Freehold, NJ 07728-1266 Telephone: (732) 866-3505, Fax: (732) 577-6748

Vic #10 - **Morris/Sussex**, Tel# (973) 285-6404 Morris County Courthouse, PO Box 910, Morristown, NJ 07963-0910 Fax: (973) 829-8298

Vic #11 - **Passaic** Human Resources Division, Passaic County Courthouse, 77 Hamilton Street, Paterson, NJ 07505 Telephone: (973) 247-8010, Fax: (973) 247-8012

Vic #12 - **Union** Union County Courthouse, 2 Broad Street -15th Floor, Elizabeth, NJ 07207 Telephone: (908) 659-4107, Fax: (908) 659-3880

Vic #13 - **Hunterdon, Somerset & Warren** Historic Court House, PO Box 3000, Somerville, NJ 08876 Telephone: (908) 231-7668, Fax: (908) 429-8775

Vic #14 - **Ocean** Human Resources Manager Justice Complex, 120 Hooper Avenue, Room 240, Toms River, NJ 08753 Telephone: (732) 929-2042; Fax: (732) 288-7606

Vic #15 - **Cumberland, Salem & Gloucester** Human Resources Manager Cumberland County Courthouse, W. Broad & Fayette Streets, Bridgeton, NJ 08302 Telephone: (856) 453-4369, Fax: (856) 451-6825

Season's Greetings from PANJ to all our members!

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