

The New Jersey State Parole Board (SPB) is committed to promoting public safety, utilizing effective methods to aid supervised offenders in reentering society, and to reduce the recidivism of offenders while addressing the needs of crime victims. As required by law, appointed parole board members and staff conduct approximately 13,500 hearings per year, solicit input from victims, and decide upon parole matters. Nearly 400 sworn SPB parole officers supervise more than 15,500 offenders and act as New Jersey's primary law enforcement agency responsible for sex offender supervision. Additionally, SPB officers are also active partners with a variety of federal, state, and local law enforcement agencies and task forces. Finally, the SPB's Community Programs Unit partners with government, non-profit, and private agencies to connect former inmates with vocational, mental health, and related services.

If you are interested in additional information regarding careers or internships, please contact:

**New Jersey State Parole Board
Human Resources Unit
P.O. Box 862
Trenton, NJ 08625
NJSPB_Public_Info_Office@spb.nj.gov**

www.state.nj.us/parole/recruitment

New Jersey State Parole Board
171 Jersey Street
Trenton, New Jersey 08611
www.state.nj.us/parole/



*The State of New Jersey is an
Equal Opportunity Employer*

**\$49,000 + To Start as a
Parole Counselor
Apprentice**



Civilian Positions

Parole Counselor Apprentice

Senior Parole Counselor

Principal Parole Counselor

Parole Counselor Apprentices

Parole Counselor Apprentices work under a New Jersey State Parole Board release division supervisor at the agency's Central Office located in Trenton, or satellite office at one of the State's 13 correctional facilities. Parole Counselor Apprentices learn how to review and maintain inmate case files, calculate parole eligibility dates, and schedule parole hearings for inmates housed in both state and county correctional facilities.

The parole eligibility dates must be provided to inmates within 90 days of their admission to state prison. Under the close supervision of a principal parole counselor, Parole Counselor Apprentices review weekly computer-generated lists that determine which inmates are eligible for parole consideration. The names of eligible inmates are then sent to each county prosecutor's office for review and publication. The prosecutor's



office is given the opportunity to provide input related to an inmate's parole release if it is deemed appropriate to do so.

Principal parole counselors supervise Parole Counselor Apprentices in how to coordinate the initial parole hearing process which include certification of the pre-parole packages, the scheduling of hearings, and supportive services for hearing officers and New Jersey State Parole



Board panel members. Part of this process involves the preparation of case files and other relevant materials including psychological and behavioral reports, educational and programmatic accomplishments, and detailed criminal histories. Parole Counselor Apprentices verify that all pre-hearing processes have been completed, and ensure that the panel hearing process proceeds in accordance with New Jersey State regulations.



Parole Counselor Apprentices conduct interviews with inmates at various stages of the parole process to provide information to those who may be eligible for parole, and provide information to inmates concerning parole eligibility and parole plans. Parole Counselor Apprentices complete discharge plans for offenders being released to parole supervision. They also review and prepare responses to inmates' correspondences regarding their particular parole process.

Parole Counselor Apprentice eligibility requirements include:

- A Bachelor's degree from an accredited college or university.
- Potential candidates must also pass a civil service examination which is administered by the New Jersey Civil Service Commission.