The New Jersey State Parole Board (SPB) works to ensure ex-prisoners return to society as law-abiding citizens. As required by law, appointed Parole Board Members and staff conduct more than 20,000 hearings per year, solicit input from victims and decide parole matters. SPB sworn parole officers supervise more than 15,000 offenders statewide. In addition, SPB is New Jersey's primary law enforcement agency responsible for sex offender supervision. SPB officers are also active partners with multiple Federal, State and local law enforcement agencies and task forces. Finally, SPB's Community Programs Unit partners with government, non-profit and private agencies to connect ex-prisoners with vocational, mental health and related services, targeted to break the cycle of recidivism and reduce the risk of crime.

If you are interested in additional information regarding careers with the New Jersey State Parole Board, 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/

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
Hearing Officer 1
Hearing Officer 2
Hearing Officer 3
Hearing Officer 4
Parole Counselor Apprentices

Parole Counselor Apprentices work under a Release Division supervisor at the State Parole Board’s Central Office in Trenton, or satellite office at one of the State’s 13 correctional facilities. Apprentices learn to review and maintain inmate case files, calculate parole eligibility dates, and schedule parole hearings for State inmates housed in both State and County correctional facilities.

Apprentices will review weekly computer-generated lists to determine which inmates are eligible for parole consideration, and submit the names for publication to each County Prosecutor’s office for review. The Prosecutor’s office is given the opportunity to provide input to an inmate’s parole release where they deem it appropriate to do so.

Principal Parole Counselors will supervise Apprentices in coordinating the Initial Parole Hearing process including certification of pre-parole packages, scheduling of hearings and providing supportive services to the Hearing Officers and Board Panel members. Part of this process involves preparation of case files and other relevant materials including psychological and behavioral reports, educational and programmatic accomplishments, and detailed criminal histories. Apprentices will verify that all pre-hearing processes have been completed, and will ensure that the panel hearing process proceeds in accordance with State regulations.

Parole Counselor Apprentice eligibility requirements include graduation from an accredited college or university with a Bachelor’s degree. Potential candidates must pass a civil service examination administered by the New Jersey Civil Service Commission.