Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Communications Operator Trainee

Posting Number: COS-2022-10

Open to: General Public

Workweek: 40 (40-hour) Workweek

Salary: (O99) $39,921.50 (Non-Negotiable)

Opening Date: 6/23/2022

Closing Date: 7/8/2022

Existing Vacancies: Two (2)

Program/Location: Department of Environmental Protection
    Office of the Chief of Staff
    Emergency Management
    Bureau of Communications & Response Services
    1400 Negron Drive
    Hamilton Square, NJ 08691

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the close supervision of a Communications Operator 3 or other supervisory official in a centralized or regional communications center, as a trainee and productive worker, learns to perform varied types of communications work; learns to monitor and operate radio, telephone, and electronic equipment; learns to receive various types of emergent and non-emergent calls, transmit alarms and radio communications, and dispatch personnel to appropriate locations; does other related duties as required.

Specific to the Position: This position is an emergency essential title that requires preparedness to work on any assigned shift, to include: weekends and holidays, times of extreme weather, and natural and man-made technological disasters. The Communication Center work hours are 24/7/365 with a 40-hour workweek. Candidates will sign a statement attesting their understanding of these requirements.

NOTE: All candidates must undergo and successfully pass a criminal background check in order to be considered for this position, in accordance with Criminal Justice Information System (CJIS) requirements. Candidates may also be subject to fingerprinting.

Preferred Skill Set: Previous experience in law enforcement dispatch and use of computer aided dispatch to create concise reports.

Requirements

License: Appointees must successfully complete IS-100.c: Introduction to the Incident Command System training within one (1) year of appointment.
Appointees 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.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Note:** Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit https://nj.gov/military/veterans/services/civil-service/preference/

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:
   Melissa Burk-Pocino
   Office of the Chief of Staff
   E-mail Address: EXECUTIVE.Resumes@dep.nj.gov
   Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

**Posting Authorized By:**
   Phiroza Stoneback, Manager
   Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.