Title: Communications Operator (Hourly)

Posting Number: COS-2022-2H

Open to: General Public

Workweek: TBD

Salary: $20.00 per hour

Opening Date: 08/24/2022

Closing Date: 09/08/2022

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 08619

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 the Department of Environmental Protection (DEP), in a centralized communications center, monitors, receives, and transmits environmental emergency alarms including, but not limited to, incidents associated with fires, radiation accidents, toxic releases, chemical spills, and atmospheric pollution; receives requests for DEP emergency assistance and transmits same to first responders and/or law enforcement personnel, and other pertinent federal, state, county, and/or local authorities; operates a variety of communications equipment; does other related duties as required.

Preferred Skill Set: Experience using a two-way radio system to dispatch law enforcement personnel. Ability to type while talking on a phone and/or speaking on a radio while wearing a headset. Previous experience utilizing a Computer Aided Dispatch (CAD) system. Familiarity with the operation of the Criminal Justice Information System (CJIS) & National Crime Information Center (NCIC) inquiries. Certifications as an Emergency Telecommunicator.

Requirements

Experience: One (1) year of experience in work involving the monitoring, receiving, sending, transmitting, and relaying of electronic messages and/or electronic radio messages, and the receiving, relaying, and recording of environmental complaints and requests for assistance which shall have included the use of computer-aided dispatch, data processing, or computer equipment and programs for law enforcement, fire, emergency medical services, and/or other first responders.
License: 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 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 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.
Please indicate how you heard about the position in the body of the email

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.