

**New Jersey Department of Environmental Protection
ANTICIPATED NOTICE OF VACANCY**

**(Filling of this position is contingent upon further approval process)
Posting Number: COS20-018**

DIVISION/PROGRAM DEPARTMENT STATEWIDE NATIONWIDE

TITLE: Communications Operator Trainee

SALARY: (A99) \$38,371.30 (Non-Negotiable)

OPENING DATE: September 15, 2020

CLOSING DATE: September 29, 2020

EXISTING VACANCIES: TBD

WORKWEEK: 40-Hour Workweek

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Emergency Management Program
Bureau of Communications & Response Services
1400 Negron Drive
Hamilton Square, NJ 08691

SCOPE OF ELIGIBILITY: Open to candidates who meet the requirements below.

DESCRIPTION: Under direction, in a centralized communication center as trainee and productive worker, learns to perform varied types of communications work; does related work.

SPECIFIC TO THE POSITION: This position is an emergency essential title, and 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: Certification in FEMA Incident Command Levels 100, 200, 700 & 800. Certification by National Emergency Communications Institute (NECI) as an Emergency Communication Officer; or Association of Public Safety Communications Officials (APCO) as Public Safety Telecommunicator; or International Academies of Emergency Dispatch (IAED) as an Emergency Telecommunicator. (Candidates should provide copies of these certifications with their resumes). Ability to work in accordance with established standard operating procedures (SOPs). Previous experience using a computer aided dispatch (CAD) system to create concise reports with speed and accuracy. Previous experience with law enforcement dispatch and the ability to receive and transmit radio communications in a concise and authoritative tone, while conducting requested inquiries into the CJIS. Ability to work under the direction of a Sr. Communications Operator to ensure that customer service goals and training objectives are met for all staff. Well versed in the geography of the State, with special emphasis on State parks, recreation and wildlife management areas.

REQUIREMENTS:

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 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. Please include the posting number in the subject of the e-mail when submitting your credentials.

If you have established Veteran's Preference with the Department of Military and Veterans Affairs, please submit proof of this along with your resume.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Laura Evanowski
Division of Human Resources
Bureau of Human Resource Operations
PO Box 420; Mail Code 436-01
Trenton, NJ 08625-0420
E-mail Address: Executive.resumes@dep.nj.gov
Fax Number (609) 292-0968

POSTING AUTHORIZED BY: Phiroza Stoneback, Manager
Division of Human Resources

**Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity Employer**