



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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WILLIAM H. CRANFORD
Chief Administrative Officer

September 14, 2022 NOTICE OF JOB VACANCY #22-488

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements indicated below:

TITLE: Communications Operator Trainee

SALARY: \$40,719.93

LOCATION: Juvenile Justice Commission
New Jersey Training School
Monroe Township, NJ 08505

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the close supervision of a supervisory official in the Juvenile Justice Commission, 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.

REQUIREMENTS

LICENSE/CERTIFICATION:

NOTE: Appointees must successfully complete IS-100.c: Introduction to the Incident Command System training within one (1) year of appointment. (Completion of this training is not required for employees advancing to the Communications Operator Secured Facilities and Communications Operator Department of Corrections titles).

NOTE: The responsibility for ensuring that employees complete the required training rests with the Appointing Authority.

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.

ADVANCEMENT: Upon the successful completion of the twelve (12) month training period, appointee will be eligible for advancement under Civil Service Commission regulations to the title Communications Operator, Secured Facilities. *The inability of an employee to complete the required ICS training and/or attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.*

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

RESUME NOTE: Eligibility determinations are based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-488 and a current resume on or before the closing date of September 28, 2022 to:

Recruitment Officer
jjcrecruitment@jjc.nj.gov

-OR-

Juvenile Justice Commission
Office of Human Resources- Recruitment Officer
P.O. Box 107, Trenton, NJ 08625-0107

New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

