



# New Jersey Department of Environmental Protection Notice of Vacancy

Filling of these positions is contingent upon further approval process

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**Title:** Agency Services Representative Trainee

**Posting Number:** F&W-2024-12

**Open to:** General Public

**Work Week:** 35 (35-hour) Work Week

**Salary:** (A99) \$31,285.88 (Non-Negotiable)

**Opening Date:** April 12, 2024

**Closing Date:** May 31, 2024

**Existing Vacancies:** TBD

## Program/Location

Department of Environmental Protection  
Fish and Wildlife

These positions may be located in any of the following areas of the State:

- Trenton
- Robbinsville
- Pequest
- Clinton
- Egg Harbor City
- Port Republic
- Sicklerville
- Millville

*Please indicate locations in order of preference*

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

**Description:** Under the close supervision of a supervisory official in a state department, agency, or institution, learns to perform front-line and behind the scenes customer and other support services involving the review, processing, and issuance of agency documents; provides information to customers regarding department/agency programs and services; does other related duties as required.

## Specific to the Position:

### Bureau of Law Enforcement

Assist Conservation Police Officers relative to the protection and perpetuation of the wildlife resources of New Jersey. Serve as a contact for the public by communicating the goals, policies and activities of the Program and the Bureau of Law Enforcement. Provide, interpret, and disseminate information regarding all laws, regulations, and policies to the public and other law enforcement agencies. This position will have access to sensitive databases; therefore, the selected candidate will be required to undergo a background check and be fingerprinted.

**Preferred Skill Set:** Excellent oral and written communication skills, organizational skills; the ability to type and proofread work assigned; proficient with Outlook, Microsoft Word and Excel; the ability to remain calm while managing emergency calls from the public.

### **Bureaus of Marine and Shellfisheries**

Provide information to customers regarding agency programs and services as well as explain rules, regulations, policies, and procedures, and/or direction to customers in the completion of applications. This job includes the issuance of commercial marine licenses and permits, which can be complex and involves a challenging constituency.

**Preferred Skill Set:** Excellent communication skills, both verbal and written; ability to review, process, enter data and/or record; and issue documents in accordance with applicable laws, regulations, policies, and procedures.

### **Bureau of Land Management**

Answer the main telephone line for the agency and retrieve voice messages. Using available resources such as the agency's website, contact lists, digests, publications, emails, and notes, courteously respond to agency constituent inquiries and to the appropriate bureau or section as needed. Will be assigned the sorting and distribution of in-coming mail and processing out-going mail.

**Preferred Skill Set:** Excellent communication skills, both verbal and written; ability to review, process, enter data and/or record; and issue documents.

### **Bureau of Freshwater Fisheries**

Answer the main telephone line for the agency and retrieve voice messages. Using available resources such as the agency's website, contact lists, digests, publications, emails, and notes, courteously respond to agency constituent inquiries and to the appropriate bureau or section as needed. Will be assigned the sorting and distribution of in-coming mail and processing out-going mail.

**Preferred Skill Set:** Excellent communication skills, both verbal and written; ability to review, process, enter data and/or record; and issue documents.

### **Bureau of Business Administration**

Answer the main telephone line and emails to provide customer service to F&W constituents regarding regulations and policies for fishing, hunting, and trapping. Using available resources such as the agency's website, contact lists, digests, publications, emails, and notes, courteously respond to agency constituent inquiries and to the appropriate bureau or section as needed. Responsible for the processing of daily revenue deposits. Review cash receipts documents for accuracy for Treasury transmittal. Enter data for cash receipts and properly allocate credit card revenue for analyst review. Will be assigned the sorting and distribution of in-coming mail and processing out-going mail.

**Preferred Skill Set:** Excellent communication and organizational skills.

## **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.

**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://www.nj.gov/military/veterans/services/civil-service-preference/>

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**Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the Personal Relationship Disclosure Statement by 4:00 p.m. on the closing date to:**

Talent Acquisition Team

Division of Human

Resources

E-mail Address: [DEP-HR-FW.Resumes@dep.nj.gov](mailto:DEP-HR-FW.Resumes@dep.nj.gov)

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

[Please tell us how you heard about this position](#)

**SAME applicants:** If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit <https://nj.gov/csc/same/overview/index.shtml>, email [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144 and select Option #3.

**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.**