



# New Jersey Department of Environmental Protection

## Notice of Vacancy - Hourly

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**Title:** Communications Operator

**Posting Number:** COS-2023-2H

**Open to:** General Public

**Work Week:** To be determined (up to 900 hours maximum per fiscal year)

**Hourly Rate:** \$20.00 per hour

**Opening Date:** 11/22/2023

**Closing Date:** When all vacancies are filled

**Number of Vacancies:** To be determined

### Program/Location

Department of Environmental Protection  
Office of the Chief of Staff  
Emergency Management Program  
Bureau of Communications & Response Services  
1400 Negrón Drive  
Hamilton, NJ 08691

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

**Description:** The Emergency Management Program's Communications Center is responsible for managing calls to the Department's 877-WARN DEP environmental action hot-line, 24 hours a day, 7 days a week, 365 days a year. These calls include requests from the general public, government officials and the regulated community, as well as those reporting crimes and requesting emergency assistance by the Department's Law Enforcement Personnel & First Responders. Dispatching the State Parks PD, create NJEMS incidents.

**Specific to the Position:** The hourly Communication Operator will work, as needed, in the Department's Communication Center which operates 24 hour a day, 7 Days a year, 365 Days a year. The incumbent will be responsible to answer the 877 WARN DEP Environmental Action Hotline, utilizing a Computer Aided Dispatch (CAD) system to coordinate the response of NJDEP Law Enforcement Personnel and DEP First Responders while using the Department's P25 radio system. The incumbent will be working in a fast paced, high stress environment while providing excellent customer service as part of our team of talented professionals during life critical events.

**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, eAgent. Certifications as an Emergency Telecommunicator.

## 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-EXECUTIVE.Resumes@dep.nj.gov](mailto:DEP-HR-EXECUTIVE.Resumes@dep.nj.gov)

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

**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.**