



# New Jersey Department of Environmental Protection

## Notice of Vacancy

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**Title:** Communications Operator Trainee

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

**Open to:** General Public

**Workweek:** 40 (40-hour) Workweek

**Salary:** (O99) \$42,145.13 (Non-negotiable)

**Opening Date:** February 8, 2023

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

**Existing 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 Negron Drive  
Hamilton Square, NJ 08691

**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 a centralized or regional communications center, 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.

**Specific to the Position:** This position is an emergency essential title that 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:** Previous experience in law enforcement dispatch and use of computer aided dispatch to create concise reports.

## Requirements

**License:** 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).

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.

**Other: ADVANCEMENT:**

Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the Communications Operator 1, Environmental Protection title in accordance with the New Jersey Civil Service Commission procedures. The inability of an employee in this trainee title to complete the required ICS training and/or attain a level of performance warranting advancement to the titles listed above shall be considered as cause for separation.

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

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**Note:** All State employees who are vaccinated for COVID-19 are required to submit proof of vaccination. Instructions will be provided if a firm offer of employment results from this NOV.

**Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) 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.

[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 (833) 691-0404.

**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.**