



New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Agency Services Representative Trainee

Posting Number: AEMS-2023-24

Open to: General Public

Work Week: 35 (35-hour) Work Week

Salary: (A99) \$30,227.90 (Non-Negotiable)

Opening Date: 9/8/2023

Closing Date: 9/22/2023

Existing Vacancies: One (1)

Program/Location

Department of Environmental Protection
Air, Energy & Materials Sustainability
Division of Air Quality & Radiation Protection
Bureau of X-ray Compliance
25 Arctic Parkway
Ewing, NJ 08638

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: Typical duties and responsibilities include: scheduling nine inspectors in the field, updating the section's computerized database, handling and processing inquiries from the regulated communities, tracking certified mailed letters, answering main telephone lines and taking accurate messages, filing, sorting and distributing, photocopying, mass mailing of documents, opening and logging mail, data entry and computer operations, mailing facility compliance letters and confirming scheduling of inspections with follow up letters, and other clerical duties. There are over 9,000 regulated facilities with over 26,000 pieces x-ray equipment in New Jersey.

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/>

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-AEMS.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, 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.