



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 104-24

Posting Period: From 8/1/2024 to 8/31/2024

Title: Staff Assistant 2 (Firefighter), P15

Salary: \$59,500.20 to \$83,561.81

Number of Vacancies: 2

Workweek: 53

Work Location: Atlantic City Air Base 400 Langley Rd. Atlantic City, NJ 08234

Scope of Eligibility: Applicants will be accepted from all New Jersey Department of Military and Veterans Affairs employees & Outside Applicants who meet the requirements listed below. Selection will be made from among the best qualified.

Job Description: Under the supervision of the Senior Fire Officer, performs and maintains proficiency in aircraft crash rescue responsibilities. Individual shall maintain all associated equipment as directed by his/her chain of command. Individual shall perform routine building checks, emergency response calls, nightly fire checks, daily aircraft arresting barrier inspections and all other mission associated tasks designated by the Base Civil Engineer or his/her designee. The incumbent of this position will be required to work 24 to 48-hour shifts and is subject to mandatory and involuntary overtime. Must maintain a telephone for emergency recall (at no cost to the government). This position requires 212 working hours over a 28 day work cycle.

As a Staff Assistant, will tend to matters outside of the scope of fire and emergency services duties when directed to do so by senior organizational leadership.

Civil Service Commission Requirements

Incumbent must be an active member of the New Jersey National Guard upon assignment to this position unless formally waived by the Chief of Staff. When the individual loses military status for any reason, his term of employment may be extended by the Chief of Staff in a civilian status until such time as the incumbent is eligible for retirement as a veteran under NJSA 43:15A-61.

NOTE: For Firefighter appointments, must meet NFPA 1003 "Airport Firefighter" medical requirements and maintain Department of Military and Veterans' Affairs and AFP Physical Fitness Program standards.

Education: Graduation from an accredited college with a bachelor's degree in a related field.
NOTE: Must have completed formal or informal military courses resulting in the award of Military Occupational Specialty Code (MOSC) or Specialty Skill Indicator (SSI).

Experience: One (1) year military experience.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

NOTE: Must possess a Final Secret Clearance.

Preferred Experience: Must be at least 18 years of age. One (1) year of experience as an airport firefighter or an organized fire department, paid or volunteer.

Must have a valid CPR certification

Must currently hold Department of Defense Fire and Emergency Services Certification /or the ability to attain Department of Defense Certification through reciprocity of Proboard or IFSAC Accredited Credentials in the following areas:

1. Firefighter II
2. Hazardous Materials Operations
3. Airport Rescue Firefighter

Preferable applicants should have the following certifications:

1. Driver Operator Airport Firefighter
2. Driver Operator Pumper
3. Driver Operator Mobile Water Supply
4. Emergency Medical Responder or Emergency Medical Technician (Basic)

Individuals must pass a physical that meets the medical requirements as outlined in NFPA 1582 and DODI 6055.05-M, Chapter 3.3.

Must submit a copy of college transcripts and/or certifications with your application. Failure to do so will result in disqualification.

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-6888.

New Jersey Department of Military and Veterans Affairs 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.