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STATE OF NEW JERSEY
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June 12, 2017
NOTICE OF JOB VACANCY
#17-140

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below:

TITLE: Communications Operator Trainee

SALARY: \$36,158.13

LOCATION: Juvenile Justice Commission
New Jersey Training School
1 North State Home Road
Monroe Township, New Jersey

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction, in a centralized communications center as a trainee and productive worker, learns to perform varied types of communications work; including, but not limited to, data entry to maintain records, files and communication logs, maintains and updates NCIC, SCIC, and other files or databases, creates spreadsheets in Excel or Word, prepares schedules, logs, and reports; monitors alarm systems; distributes, tracks, and returns security equipment; communicates via telephone, radio and/or in writing; safeguards confidential information and security related information; performs other related duties as required. The selected candidate must be able to work mandatory overtime shifts; must also be able to work various shifts based on operational needs, including nights, weekends, and holidays, when required and be comfortable in a paramilitary environment, following an established chain-of-command.

REQUIREMENTS

LICENSE: Appointee 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.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #17-140 and current resume before the closing date of June 26, 2017 to:

Recruitment Officer
jjcrecruitment@jjc.nj.gov

-OR-

Juvenile Justice Commission
Office of Human Resources- Recruitment
Officer
P.O. Box 107, Trenton, NJ 08625-0107

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety 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.

