



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: May 3, 2024

Posting No.: 182-24

TITLE: Communications Operator Trainee **SALARY:** \$42,145.13

LOCATION: Edna Mahan Correctional Facility for Women, Operations – Clinton, NJ

JOB 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.

REQUIREMENTS

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).

NOTE: The responsibility for ensuring that employees complete the required training rests with the Appointing Authority.

****** Qualified candidates will be granted interviews on a first-come, first served basis. ******

PLEASE INCLUDE RESUME IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN MAY 17, 2024.

Forward Response To: Megan Cardinale, Human Resources
Regional Personnel Services, Region 4
Edna Mahan Correctional Facility for Women
30 County Road 513
Clinton, NJ 08809

Emailed resumes are to be sent only to: **DOC_OHR-Region4@doc.nj.gov**

The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, visit the CSC Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov or please [click here](#). If you have any questions, please email, or call the contact as indicated on the job vacancy announcement. If you are applying under the NJ "SAME" program, your supporting documents must be submitted along with your resume by the closing date indicated above.