

State Park Service
Division of Parks & Forestry
New Jersey Department of Environmental Protection
Summer Seasonal Jobs

Title:	Seasonal Office Worker (April – October 2012)	Salary:	Starting at \$7.25/Hr.
Issue:	December 1, 2011	Closing:	March 1, 2012
Jurisdiction:	State of New Jersey	Vacancies:	To Be Determined

Examples of Work:

- Provide information and assistance to visitors over the phone and in person.
- Answer telephones.
- Issue camping permits.
- Assist with billing, payroll and filing.
- May prepare daily deposits and complete necessary forms.
- Operate radio communication equipment to contact and speak with park employees.
- Prepare correspondence.
- Operate office equipment, such as computer, copy machine, fax machine, etc.
- May work in a non-air conditioned toll booth to collect fees.

Note: Seasonal employees are assigned varied shifts that may go into the evening hours and may be assigned non-consecutive days off, such as a Monday and Wednesday. Seasonal employees are required to work weekends and holidays.

Seasonal Office Workers are required to purchase some uniform components (for example: khaki or spruce green pants and white collared shirt). It is recommended that you discuss uniforms during an interview.

Requirements: Ability to learn and apply rules, regulations, policies and procedures. Ability to collect money, make change and answer the telephone. Ability to read, write, speak, understand and communicate English sufficiently to perform the duties of the position. Minimum age 16.

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

Locations of Vacancies:

<u>County</u>	<u>State Park, Forest, Recreation Area or Marina</u>
Atlantic County	Wharton
Burlington County	Bass River, Brendan T. Byrne
Cape May County	Belleplain, Cape May Point
Hunterdon County	Round Valley, Spruce Run/Hacklebarney/ Voorhees, Bull's Island
Hudson County	Liberty
Mercer County	Washington Crossing, D&R Canal
Monmouth County	Allaire, Cheesequake, Leonardo, Monmouth Battlefield
Morris County	Hopatcong
Ocean County	Barnegat, Forked River, Island Beach
Passaic County	Ringwood
Salem County	Fort Mott, Parvin
Sussex County	High Point, Kittatinny Valley, Stokes, Swartswood, Wawayanda
Warren County	Jenny Jump, Worthington

For an application: [LINK TO APPLICATION](#)

For information, please contact the New Jersey Division of Parks & Forestry by:
Telephone: (609) 984-9487 OR E-mail: gerry.davies@dep.state.nj.us