



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Telephone Operator (Part Time) [Classified Competitive]			Salary A07 \$27,988.07 to \$38,819.57
Posting Number 08-18	Position Number 035747	Number of Positions 1	Posting Period * From: 1/11/18 To: 1/25/18
Location: Greystone Park Psychiatric Hospital 59 Koch Ave Morris Plains, NJ 07950		Scope of Eligibility/Open to: All Departments/State Employees	
GENERAL DESCRIPTION			
Under direction, operates one or more positions on a single or multiple position console in a private branch exchange (PBX) or Centrex switchboard, provides information to clients, and does related clerical tasks and other work as required.			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EXPERIENCE: One (1) year of experience in the operation of a private branch exchange (PBX) switchboard or Centrex console.</p> <p>NOTE: Satisfactory completion of a formal telephone operator course may be substituted for the experience.</p> <p>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.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: <i>PST.GPH@doh.nj.gov</i> • Mail the required documents to: Michelle Battle, Personnel Assistant 2 Greystone Park Psychiatric Hospital Reference Posting #08-18 New Jersey Department of Health 59 Koch Avenue Morris Plains, NJ 07950-4400 <p style="text-align: right;">Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • State of NJ Employment Application (nj.gov/health/forms/dpf-663.dot). <p style="text-align: right;"><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.
- If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**