



# New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

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**Title:** Program Specialist Trainee

**Posting Number:** NHRDFW-2021-33

**Open to:** General Public

**Workweek:** NE (35-hour) Workweek

**Salary:** (P95) \$44,628.85 (Non-Negotiable)

**Opening Date:** 10/19/2021

**Closing Date:** 11/2/2021

**Existing Vacancies:** One (1)

**Program/Location:** Department of Environmental Protection  
Natural & Historic Resources  
Fish and Wildlife  
Bureau of Information and Education  
TBD

**Scope of Eligibility:** Open to candidates who meet the requirements below.

**Description:** Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

**Specific to the Position:** Provide program assistance primarily to the Hunter Education and R3 (Recruitment, Retention and Reactivation) programs of the Bureau of Information and Education including the processing of invoices, program promotion and coordination assistance, record keeping, and information needed for Federal Aid reports. Use the electronic licensing system to update and verify hunting privileges. Ensure prompt responses to calls, mail, email and duplicate Hunter Education course completion card requests. Keep all computer databases updated. Provides assistance to all Bureau staff as needed. Provide general customer service / answer requests for information from the public regarding the Division of Fish and Wildlife.

**Preferred Skill Set:** Knowledge of computer programs sufficient to complete job responsibilities. Knowledge of the sources from which Division of Fish and Wildlife information may be obtained to answer questions from, and appropriately disseminate information to the public. Good communication skills and the ability to work effectively with others.

## Requirements

**Education:** Graduation from an accredited college or university with a Bachelor's degree. NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

**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 essential duties of the position.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Note:** Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Please include the posting number in the subject of the e-mail when submitting your credentials.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

**Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:**

Amanda Burns  
S Clinton & E State Station Plaza, Bldg 5  
Trenton, NJ 08625  
E-mail Address: [NHRDFW.Resumes@dep.nj.gov](mailto:NHRDFW.Resumes@dep.nj.gov)

**Posting Authorized By:** Phiroza Stoneback, Manager  
Division of Human Resources

**The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.**