Title: Agency Services Representative Trainee

Posting Number: F&W-2022-4

Open to: General Public

Workweek: 35 (35-hour) Workweek

Salary: (A99) $30,227.90 (Non-Negotiable)

Opening Date: 7/19/2022

Closing Date: 8/3/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Fish and Wildlife
Northern Region Office
26 Route 173 West
Hampton, NJ 08827

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

Description: Under the close supervision of a supervisory official in a state department, agency, or institution, learns to perform front-line and behind the scenes customer and other support services involving the review, processing, and issuance of agency documents; provides information to customers regarding department/agency programs and services; does other related duties as required.

Specific to the Position: The appointee serves as the initial contact with the public for the Bureau of Law Enforcement. Provides information regarding all laws, regulations, and policies for the public and other law enforcement agencies. This position will have access to sensitive databases which will necessitate the selected appointee to undergo a background check and be fingerprinted. Will be responsible for preparing payment vouchers for various vendors. Please note the selected candidate will be required to report Monday through Friday, 8:30 AM – 4:30 PM, to the Fish and Wildlife Northern Region Office at 26 Route 173 West, Hampton, N.J. 08827.

Preferred Skill Set: Excellent oral and written communication skills, organizational skills; the ability to type and proofread work assigned; proficient with Outlook, Microsoft Word, and Excel; the ability to remain calm while managing emergency calls from the public.

Requirements

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.

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. Please include the posting number in the subject of the e-mail when submitting your credentials.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

**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/](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:**
- Nancy Fury
- Fish and Wildlife
- E-mail Address: FW.Resumes@dep.nj.gov
- Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.
- Please indicate how you heard about the position in the body of the email

**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.