New Jersey Department of Environmental Protection
Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Visitor Service Assistant

Posting Number: SPFHS-2022-7

Open to: General Public

Workweek: 40 (40-hour) Workweek

Salary: (I10) $34,448.99 — $48,002.54

Opening Date: June 29, 2022

Closing Date: July 14, 2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
State Parks, Forests & Historic Sites
Bellplain State Forest
1 Henkinsifkin Road
Woodbine, NJ 08270

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

Description: Under supervision of a supervisory official in the Department of Environmental Protection, performs tasks as assigned at state parks, forests, recreation areas, historic sites, and/or marinas which may include assistance and information to visitors to State Park Service recreational facilities; assists State Park Service staff as required; patrols State Park Service grounds, buildings, facilities, and property to ensure they are in order; does other related duties.

Specific to the Position: The appointee will work with the visiting public, assist in the management of the campground, run the office for visitor first contacts, open the nature center, run the canoe rental at times, and assist with the maintenance of buildings and facilities when needed. Provide park information and directions to customers.

Preferred Skill Set: The ability to provide good customer service and be familiar with the trails.

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 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.

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/

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:
- Carmen Davila
- State Parks, Forests & Historic Sites
- Email address: SPFHS.resumes@dep.nj.gov
  - Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

**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.