



VACANCY ANNOUNCEMENT

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

Title Public Health Representative 2, CTR [Classified Competitive]			Salary P21 \$58,031.09 - \$82,157.57
Posting Number 568-22	Position Number 054713	Number of Positions 1	Posting Period * From: 12/13/2022 To: 02/28/2023
Location: Division of Epidemiology, Environmental & Occupational Health New Jersey State Cancer Registry 135 East State Street, 1st Floor Trenton, New Jersey 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of a Supervising Public Health Representative, CTR or other supervisory official, responsible for correcting assigned quality control tasks and conducting visual editing. Abstracts cases in manual entry system. Participates in special studies, including field studies and in-house reliability studies. Responsible for meeting and complying with all SEER, NPCR and NAACCR activities and deadlines. Assists in and performs audits on an as-needed basis. Maintains status as Certified Tumor Registrar. Responsible for the timely reporting from a group of assigned hospitals. Notifies the supervisor of those facilities who fail to comply with reporting regulations. Requests specific follow-back information from assigned hospitals.</p> <p>This position may be eligible to participate in the Department's pilot telework program.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college with a Bachelor's degree.</p> <p>EXPERIENCE: Two years of experience as a tumor registrar in a central cancer registry, hospital, or other health care facility which shall have included responsibility for abstracting cancer cases, quality control, and conducting public health surveys or patient care studies and evaluations.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.</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> <p>Certification: Appointees must possess a valid Certified Tumor Registrar certification issued by the National Cancer Registrar's Association and the National Board for Certification of Registrars.</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>PSTEEOH@doh.nj.gov</i> • Mail the required documents to: Steven Bors, Executive Assistant 4 Epid., Environmental and Occupational Health Reference Posting #568-22 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369 <p style="text-align: right;">Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p style="text-align: right;"><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *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.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*