



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Acting Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	690-21	ISSUE DATE	10/5/21	CLOSING DATE	10/19/21
TITLE	Supervising Telephone Operator	RANGE	R14		
LOCATION	Vineland Developmental Center 1676 E. Landis Avenue, PO Box 1513 Vineland, NJ 08362-1513	SALARY	\$40,881.03 - \$57,339.78		
		OPEN TO	Public		
DEFINITION	<p>Under general supervision in a State facility, supervises the operators of the facility's telephone and supplemental communications systems; does other related duties.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p> <p style="text-align: center;">SCHEDULE ADJUSTMENTS MAY BE REQUIRED.</p> <p>Eligibility determinations will be based upon information presented in the resume only</p> <p>This posting may be used to fill future vacancies.</p>				
REQUIREMENTS					
EDUCATION					
EXPERIENCE	Two (2) years of experience in work involving the operation of a telephone console, one (1) year of which shall have been in a supervisory capacity.				
NOTE					
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
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.				
IMPORTANT NOTICE					
RESIDENCY	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: Ddd-vdc.Humanresources@dhs.nj.gov					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer