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July 25, 2024  
NOTICE OF JOB VACANCY  
JJC #122-24

An opportunity currently exists with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements indicated below:

**TITLE:** Communications Operator Trainee

**SALARY:** \$43,620.21

**LOCATION:** [Juvenile Justice Commission](#)  
Johnstone Campus  
50 Burlington Road  
Bordentown, New Jersey 08505

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the close supervision of a supervisory official in the Juvenile Justice Commission, as a trainee and productive worker, learns to perform varied types of communications work; learns to monitor and operate radio, telephone, and electronic equipment; learns to receive various types of emergent and non-emergent calls, transmit alarms and radio communications, and dispatch personnel to appropriate locations; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information: [info.csc.state.nj.us/jobspec/21801.htm](http://info.csc.state.nj.us/jobspec/21801.htm).

**REQUIREMENTS**

**LICENSE/CERTIFICATION:**

**NOTE:** Appointees must successfully complete IS-100.c: Introduction to the Incident Command System training within one (1) year of appointment. (Completion of this training is not required for employees advancing to the Communications Operator Secured Facilities and Communications Operator Department of Corrections titles).

**NOTE:** The responsibility for ensuring that employees complete the required training rests with the Appointing Authority.

**LICENSE:** Appointee 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.

**ADVANCEMENT:** Upon the successful completion of the twelve (12) month training period, appointee will be eligible for advancement under Civil Service Commission regulations to the title Communications Operator, Secured Facilities. *The inability of an employee to complete the required ICS training and/or attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.*

**RESUME NOTE:** Eligibility determinations are based upon information presented in resume only. 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.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement #122-24 and a current resume on or before the closing date of **August 8, 2024** to the Recruitment Officer at [jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov).

New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.



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