



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
Posting Number: NHR-2017-04

DIVISION/PROGRAM

DEPARTMENT

STATEWIDE

TITLE: Agency Services Representative Trainee

SALARY: \$26,841.51 (Non-negotiable)

OPENING DATE: March 21st, 2017

CLOSING DATE: April 4th, 2017

EXISTING VACANCIES: One (1)

WORKWEEK: 35 hour work week

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF FISH AND WILDLIFE
Bureau of Marine Fisheries
Nacote Creek Research Station
360 North New York Road
Port Republic, NJ 08241

DESCRIPTION: Under the very 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 work as required.

SPECIFIC TO THE POSITION: Candidate appointed to this position will provide information to customers regarding agency programs and services as well as explain rules, regulations, policies and procedures, and/or direction to customers in the completion of applications. Evaluates, authenticates and verifies information and official documents presented by customers and applicants; issues permits, licenses, and other official documents; explains reasons for denial of issuance when necessary. Candidate will be required to respond to technical inquiries and/or complaints regarding services or programs, or collecting payments in an office setting. Other duties include assisting customers by answering basic procedural questions, and/or resolving minor issues and problems. This job includes the issuance of commercial marine licenses and permits which is complex and includes a challenging constituency.

PREFERRED SKILL SET: Excellent communication skills, both verbal and written. Ability to interact with the public and others in a courteous, timely, and efficient manner. Proficient knowledge of Microsoft suite.

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 according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

NOTE: Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

SCOPE OF ELIGIBILITY: Open to candidates who meet the above requirements.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Karen Funari
Assistant Commissioner's Office
Natural and Historic Resources Program
PO Box 420; Mail Code 501-03
Trenton, NJ 08625-0420
E-mail Address: NHR.Resumes@dep.nj.gov
Fax Number: (609) 984-1414

POSTING AUTHORIZED BY: Lori Worth, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity Employer