



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

☐ Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions

Issue Date: August 27, 2021

☒ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions

Posting No.: 325-21

☐ Interested individuals who meet the stated requirements

TITLE: Communications Operator, DOC **SALARY:** \$41,929.80 - \$58,884.09

LOCATION: Adult Diagnostic and Treatment Center, Non-Uniform Custody Unit – Avenel, NJ

JOB DESCRIPTION: Under close supervision of a custody supervisor or other supervisory official in the Department of Corrections, performs a variety of technical, clerical, and communications functions: receives/transmits messages; assists in the mail processing, collection, and distribution system within the institution; under supervision, develops and adjusts daily work schedules; and assists in the inmate visit program by confirming eligibility of visitors; does other related duties as required.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in work involving the receiving, transmitting, and relaying of messages and/or the performance of routine clerical or secretarial tasks.

PLEASE INCLUDE RESUME IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN SEPTEMBER 13, 2021.

Forward Response To:

Dawn Graeme, Manager, Human Resources
Regional Personnel Services, Region 2
East Jersey State Prison
Lock Bag "R"
Rahway, NJ 07065

Emailed resumes are to be sent only to:

El-Quana.Johnson@doc.nj.gov