

**NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**

NOTICE OF JOB VACANCY

LATERAL REASSIGNMENT ONLY

TITLE: Communications Operator DOC	SALARY RANGE: Current Salary	POSTING NO.: 158-25	ISSUE DATE: 4/25/2025 CLOSING DATE: 5/9/2025			
LOCATION: Bayside State Prison, Non-Uniform Custody Unit – Leesburg, NJ		CLASS OF SERVICE: Competitive				
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING: <table style="width: 100%; border: none;"><tr><td style="width: 33%; vertical-align: top;"><input checked="" type="checkbox"/> 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</td><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> 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</td><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Interested individuals who meet the stated requirements</td></tr></table>				<input checked="" type="checkbox"/> 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	<input type="checkbox"/> 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	<input type="checkbox"/> Interested individuals who meet the stated requirements
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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.						
BENEFIT(S)*						
<small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>						
Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include: <ul style="list-style-type: none">• Alternate Work Week available for some positions• Telework available for some positions• Deferred Compensation• Paid Time Off• 13 State Holidays• Health and Life Insurance• Pet Insurance available through certain plans• Flexible and Health Savings Accounts (FSA)/(HSA)• Tuition Reimbursement• Public Student Loan Forgiveness (PSLF)• Up to \$250 in rewards for exercising• Gym membership discounts• Diversity & Inclusion events• Workplace security, health and safety• Incarcerated Person empowerment and rehabilitation						
APPLICATION INSTRUCTIONS						
Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date. Emailed resumes are to be sent only to: DOC_OHR-Region3@doc.nj.gov Forward Response To: Janice Sarclette Region 3 Personnel Services Bayside State Prison 4293 Route 47 Leesburg, NJ 08327						

DEDICATION

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HONOR

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INTEGRITY