



NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625
www.nj.gov/agriculture

POSITION TITLE: Temporary Employment Services (Clerical Assistant)
(Employment limited to 944 hours in a fiscal year)

LOCATION: Ewing, New Jersey
Division of Animal Health

ISSUE DATE: August 24, 2021
CLOSING DATE: September 13, 2021
SALARY RANGE: \$17.00 per hour
ANNOUNCEMENT NUMBER: 25-21

POSITION DESCRIPTION

Under the direction of the Director, Division of Animal Health, Department of Agriculture, the responsibilities of the position include, but are not limited to: transferring data from paper format into computer files or database systems using keyboards, data recorders, or optical scanners; inputting data provided directly from customers; creating accurate spreadsheets containing large numbers of figures; verifying data by comparing it to source documents; updating existing data; retrieving data from the database or electronic files as requested; performing regular backups to ensure data preservation; sorting and organizing paperwork after entering data; performing other related duties as needed.

REQUIREMENTS

EXPERIENCE: Six (6) months experience performing clerical duties. A minimum of 1-year data entry experience; proficient in Microsoft Office, specifically Excel; organizational, planning and time management skills; ability to prioritize work; attention to detail and accuracy; problem-solving and teamwork.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Please submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission’s website at: <http://www.state.nj.us/csc/seekers/about/steps/step2.html>

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.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate 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 permanent residency to the United States or work visa.

APPLICANT INFORMATION

Applicants must submit a cover letter including the announcement number, resume and transcripts by the closing date to: Heather Knox, Personnel Assistant 1, Human Resources, P.O. Box 330, Trenton, NJ 08625 or via e-mail to njdajobs@ag.nj.gov.

Jacqueline Jobs

POSTING AUTHORIZED BY: Jacqueline Jobs
Manager, Human Resources

The New Jersey Department of Agriculture is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender, pregnancy, marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.