



NEW JERSEY DEPARTMENT OF AGRICULTURE
 200 RIVERVIEW PLAZA
 P.O. BOX 330
 TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: TES Produce Safety Office Assistant (Limited to 944 hours per fiscal year)	ANNOUNCEMENT #: 01-25 AMENDED	ISSUE DATE: 1/28/2025 CLOSING DATE: 3/3/2025
SALARY RANGE: \$20.00 per hour		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: Division of Marketing and Development, Vineland, NJ		

JOB DESCRIPTION

Under the direction of the supervisor, this position will be responsible for completing general clerical duties such as arranging appointments for inspections, phone support, sending email communications, updating inventory, communicating and notifying inspectors and Farm Verification calls, and filing or records management. Performs other clerical work as needed. This is part of the Produce Safety Program. On-farm readiness reviews and inspections are conducted to assist farmers with managing produce safety risks according to the Food Safety Modernization (FSMA) Produce Safety Rule (PSR). The FDA Food Safety Modernization Act (FSMA) helps to ensure the safety of the food supply and is a shared responsibility among many different points in the global supply chain for both human and animal food.

POSITION IS TEMPORARY WITH FLEXIBLE HOURS MONDAY TO FRIDAY AND LIMITED TO 944 HOURS PER FISCAL YEAR, AND IS NOT A PERMANENT EMPLOYMENT POSITION.

REQUIREMENTS

EXPERIENCE: Past office experience is preferred. Excellent computer and phone skills are preferred.

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.

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 permanent residency to the United States or work visa.

IMPORTANT NOTICE

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested candidates must email a cover letter, including the announcement number, resume and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

SAME PROGRAM INFORMATION

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted to njdajobs@ag.nj.gov along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer