



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



**NOTICE OF JOB VACANCY**

<b>TITLE:</b> TES Bio-Aide (Field Employee) (Temporary Employment Services – 944 hrs. per fiscal year)	<b>ANNOUNCEMENT #:</b> 03-25	<b>ISSUE DATE:</b> 1/31/2025 <b>CLOSING DATE:</b> 2/28/2025
<b>SALARY RANGE:</b> \$17.00 - \$18.00 per hour	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> <b>GENERAL PUBLIC</b>	
<b>LOCATION:</b> Ewing, New Jersey		

**JOB DESCRIPTION**

The Phillip Alampi Beneficial Insect Laboratory (PABIL) is looking for Spring and Summer help. Full-time Monday to Friday, 7 hours per day is preferred; with the possible inclusion of weekend hours however, part-time help may be considered.

Under the direction of a supervisory official in the New Jersey Department of Agriculture, Division of Plant Industry, Bureau of Biological Controls, duties include meeting with farmers to obtain permission for trapping, surveying, and releasing program appropriate beneficial insects to control targeted insect/weed pests; picking up and delivering beneficial insects to program co-operators; deploying and servicing insect traps; maintaining data on supplied program data sheets. In addition, temporary employees are critical in the packaging and shipping of tens of thousands of insects each week.

Must be able to work independently and may be assigned other related duties as required. Work hours are up to 40 hours per week. **Field Biological Aides are required to drive their own vehicle and mileage reimbursement is \$0.47 per mile.** Field work is located in Central and Southern NJ (Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Monmouth, Mercer, Ocean, and Salem counties).

**REQUIREMENTS**

**EDUCATION:** Minimum of 1 semester of college education including coursework in biology or related science. In addition, the applicant must be able to lift at least 30 pounds.

**NOTE:** All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of posting. Transcripts (if required) must be submitted with a resume. Failure to comply with these requirements may result in ineligibility.

**NOTE:** Foreign transcripts must be evaluated by a recognized evaluation service at your expense. 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 website at: <http://www.state.nj.us/csc/seekers/about/steps/step2.html>

**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:** The 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.

**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 applicants 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](mailto: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](mailto: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](mailto: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**