



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



NOTICE OF JOB VACANCY

TITLE: Temporary Employment Services (TES) (Employment limited to 944 hours per fiscal year)	ANNOUNCEMENT #: 5-25	ISSUE DATE: 2/3/2025 CLOSING DATE: 2/17/2025
SALARY RANGE: \$17.00 per hour (Approximately 14-21 hours per week)		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: Division of Agricultural & Natural Resources, Trenton, NJ		

JOB DESCRIPTION

Under the direction of the Program Leader for the Office of Food, Agriculture & Natural Resources Education in the Division of Agricultural and Natural Resources, New Jersey Department of Agriculture responsibilities will include, but will not limited to, editing materials needed for distribution to teachers and stakeholders; assisting staff with the preparation of upcoming events; updating statistical databases; reviewing leadership curriculum; preparing mailings in the Office of Food, Agriculture & Natural Resources Education; other related work as required.

REQUIREMENTS

EDUCATION: Currently enrolled or recently graduated from an accredited college or university in a related field (i.e. education, agricultural sciences, organizational leadership, youth leadership) OR three (3) years of experience in Agricultural Education and FFA.

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>

SKILLS/EXPERIENCE: Proficiency with Microsoft Office and general computer skills are required; critical thinking, time management and organizational skills; self-starter with a proactive approach towards tasks; attention to detail and accuracy; ability to thrive and collaborate in a team environment; extensive knowledge of Agricultural Education, FFA and Career & Technical Education.

NOTE: Preference will be given to those with Agricultural Education and FFA experience.

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.

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.

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.

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