



NEW JERSEY DEPARTMENT OF AGRICULTURE

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

POSITION TITLE: Temporary Employment Services (TES) Research Technician
(Flexible, temporary position limited to 944 hours in a fiscal year)

ISSUE DATE: March 2, 2018
CLOSING DATE: March 16, 2018
SALARY: \$20.00 per hour
Posting #: 6-18

LOCATION: Trenton, New Jersey
New Jersey Department of Agriculture

POSITION DESCRIPTION

Under the direction of a supervisory official in the USDA (United States Department of Agriculture) National Agricultural Statistics Service (NASS) office within the New Jersey Department of Agriculture (NJDA), collects, codes and key enters data; performs and assists in the editing, tabulation, review and/or dissemination of demographic, economic and program-related data; assists in the production of data and data analyses for Department programs; does other related duties.

REQUIREMENTS

EXPERIENCE: Using various records from within and outside the NJDA, assists in reviewing, reformatting and validating identifiers, such as names, addresses, telephone numbers etc., for sample survey units and other employer, worker, and client data files selected for various demographic, safety and health, and economic surveys and program reports, distribution lists, and/or other record; screens and/or verifies report forms, data records or survey instruments for completeness and reasonableness; identifies and corrects routine omissions, coding discrepancies, and obvious errors; reports findings and more complicated problems to a higher-level staff member; reviews and edits data and corrects failed edited data; reviews aggregated statistical data for reasonableness and consistency prior to review by professional staff.

Preference will be given to candidates with proficiency in statistical-clerical work.

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.

APPLICANT INFORMATION

Applicants should submit a cover letter and resume by the closing date to: Manager, Human Resources, New Jersey Department of Agriculture, Office of Human Resources at NJDAjobs@ag.state.nj.us

Linda A. Krajain
Manager, Human Resources