



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



**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Analyst Trainee	<b>ANNOUNCEMENT #:</b> 20-23	<b>ISSUE DATE:</b> 3/10/2023 <b>CLOSING DATE:</b> 3/23/2023
<b>STARTING SALARY:</b> \$46,431.86 <b>6 MONTH SALARY INCREASE:</b> \$48,531.07		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
<b>LOCATION:</b> Division of Plant Industry, Ewing, Trenton, NJ		

**JOB DESCRIPTION**

Under the Direction of the Director, Division of Plant Industry, Department of Agriculture, this position will be responsible for compiling and tabulating records provided by field staff for mileage reimbursements; investigate discrepancies and provides accurate summary per employee for reimbursement; process basic Purchase Orders for essential equipment and supplies as needed by field staff; accounts for categorical financial allocations in the Cooperative Agreement and submits reports to the program manager as shortfalls or deficiencies are identified; process county and municipal invoices for Spotted Lanternfly (SLF) control actions; follows appropriate state fiscal procurement and auditing policies; process SLF purchase orders and submits payments for invoices to state contracted employment agency; prepares and maintains spreadsheets for state and federal audits; performs other related duties as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**FOREIGN DEGREES:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

**ADVANCEMENT:** Appointees who successfully complete the 12-month training period will be eligible for advancement to the title of Fiscal Analyst. The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

**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 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).

**NJ SAME Program** applicants must email a resume, a signed copy of your approved SAME Program eligibility documentation (**Schedule A Letter** or **Schedule B letter**), by the closing date of this Notice of Job Vacancy to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov). For additional information, please visit <https://nj.gov/csc/same/overview/index.shtml>, [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or (833) 691-0404.

POSTING AUTHORIZED BY: Jacqueline Jobes  
 Jacqueline Jobes, HR Manager

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