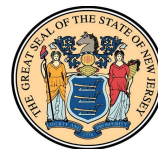




NEW JERSEY DEPARTMENT OF AGRICULTURE  
200 RIVERVIEW PLAZA  
P.O. BOX 330  
TRENTON, NJ 08625-0862



### NOTICE OF JOB VACANCY

<b>TITLE:</b> Records Retention TES (TES - limited to 944 hours per fiscal year)	<b>ANNOUNCEMENT #:</b> 53-23	<b>ISSUE DATE:</b> 8/22/2023 <b>CLOSING DATE:</b> 9/26/2023
<b>STARTING SALARY RANGE:</b> \$25.00 - \$35.00 per hour	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC	
<b>LOCATION:</b> State Agricultural Development Committee (SADC), Trenton, NJ		

#### **JOB DESCRIPTION**

Under the direction of a supervisory official in the State Agriculture Development Committee (SADC), in but not of the New Jersey Department of Agriculture, sorts, categorizes, scans, indexes, and permanently saves electronic and paper records; inputs information into a database and spreadsheets; tracks and reports progress; does related work as required in support of the New Jersey Farmland Preservation Program.

Preference will be given to candidates who are meticulous, organized, proficient in Word and Excel, have experience with SharePoint or other cloud-based repositories, and can review, comprehend, analyze, and interpret legal documents used in real estate closings and transactions and/or title work.

#### **REQUIREMENTS**

**EXPERIENCE:** Experience in record and data retention, ability to identify various types of documents, research missing documents and data, categorize documents, and coordinate review of the retention and/or disposition of documents and data with assigned SADC staff.

**LICENSE:** Candidate 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 cover letter, including the announcement number, resume, transcripts, and approved, signed copy of 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.

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