



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



NOTICE OF JOB VACANCY

TITLE: Program Specialist Trainee (2 positions)	ANNOUNCEMENT #: 27-24	ISSUE DATE: 4/3/2024 CLOSING DATE: 4/16/2024
STARTING SALARY: \$48,056.98 6 MONTH SALARY INCREASE: \$50,229.66		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: Division of Marketing & Development, Vineland, NJ		

JOB DESCRIPTION

Under the direction of the Chief Bureau of Inspection and Enforcement within the Division of Marketing and Development, this position as a trainee is responsible for assisting in the planning, coordinating and implementation of Fruit and Vegetable Inspection Program, Jersey Fresh Grading, and On Farm Readiness Review Programs; responds to inquiries and schedules inspectors for farm visits; resolves issues by providing customers and applicants specific details and requirements; receives and reviews Fruit and Vegetable Requests; audits inspection certificates; maintains records including inspector evaluations, PLI Accountability and additional documents required by USDA; compiles weekly reports; and other related duties as required.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

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.

OR

EXPERIENCE: Four (4) years of professional experience relevant to the position.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the title of Program Specialist 1. 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.

NJ SAME Program applicants must email a cover letter, including the announcement number, resume, transcripts, and a signed and approved 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.

For additional information, please visit <https://nj.gov/csc/same/overview/index.shtml>, CSC-Same@csc.nj.gov, or call (609) 292-4144, option 3.

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