



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



NOTICE OF JOB VACANCY

TITLE: TES GIS Assistant (Limited to 944 hours per fiscal year)	ANNOUNCEMENT #: 06-25	ISSUE DATE: 3/27/2025 CLOSING DATE: 4/25/2025
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SALARY RANGE: \$25.00 - \$30.00 per hour Flexible hourly position Monday- Friday between ~8am-5pm	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE
LOCATION: State Agriculture Development Committee (SADC), Trenton, NJ	<input checked="" type="checkbox"/> GENERAL PUBLIC

JOB DESCRIPTION

The SADC’s farmland preservation programs rely heavily on Geographic Information Systems (GIS) mapping and data to evaluate and select farmland for preservation through County, Municipal, and Nonprofit programs and the SADC State Acquisition Program. In addition to Acquisition, GIS mapping is needed for all other areas of SADC business, including Stewardship, Conservation, and Agricultural Development. Under the direction of a supervisory official in the SADC, the Temporary Employment Services (TES) GIS Assistant will assist as a GIS technician in producing maps, reports, and associated geospatial data and be responsible for understanding and adhering to adopted standards and procedures for the development of SADC map products. Proficiency with ArcGIS Pro software, strong attention to detail, and the ability to work collaboratively are essential skills; other related duties may be assigned as needed.

REQUIREMENTS

SKILLS/EXPERIENCE: Preference will be given to candidates with strong attention to detail, the ability to work collaboratively, and time management skills. Candidates must be meticulous, organized, and proficient in ArcGIS Pro software and Microsoft Office, including Word, Excel, and SharePoint.

EDUCATION: Currently enrolled or recently graduated from an accredited college or university in a related field.

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. The evaluation must be included with your submission, and failure to submit the required evaluation may result in an ineligibility determination.

LICENSE: Appointee will be required to possess a driver's license valid in the State of 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: Appointee 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 must 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 seven 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, please 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