



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



NOTICE OF JOB VACANCY

TITLE: Program Specialist Trainee	ANNOUNCEMENT #: 2-23	ISSUE DATE: 1/5/2023 CLOSING DATE: 2/6/2023
STARTING SALARY: \$46,431.86 6 MONTH SALARY INCREASE: \$48,531.07		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: State Agricultural Development Committee (SADC), Trenton, NJ		

JOB DESCRIPTION

The State Agricultural Development Committee (SADC) administers the New Jersey Farmland Preservation Program and Right to Farm Act. It seeks a highly organized candidate to assist in legal, real estate, and administrative business areas. This position will help coordinate SADC's record retention priorities, safekeeping, and sharing and migration of SADC's documents and data to various platforms and databases; evaluate and audit processes to ensure compliance with regulations and improve the SADC's internal data and document management efficiency; perform research, understand documents and data, identify program needs, prioritize work, be a team player, have excellent written and verbal skills, use data and information to gauge program success, learn to prepare grant proposals, evaluate processes to ensure compliance with regulations, assist in preparing informational and educational materials, including presentations, graphics, charts, letters, reports, correspondence, newsletters and other documents related to program functions, statutes, policies, regulations and program progress, tracks correspondence, closing documents and resolutions to assure documents move through approvals and receive signatures timely, are scanned and distributed and saved correctly in compliance with SADC program and record retention requirements, send to preservation partners and farmland owners with appropriate guidance documents clarifying rules and policies in plain language; assists in the organization of litigation and Right to Farm case files; performs other related duties as required.

REQUIREMENTS

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

DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable 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 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 candidates 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.

POSTING AUTHORIZED BY: Jacqueline Jobses
 Jacqueline Jobses, HR Manager

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

***This agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.**