



NEW JERSEY DEPARTMENT OF AGRICULTURE

200 RIVERVIEW PLAZA
P.O. BOX 330
TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

Table with 3 columns: TITLE: Program Specialist Trainee (Permanent Part time: 60%), ANNOUNCEMENT #: 64-24, ISSUE DATE: 10/8/2024 CLOSING DATE: 10/23/2024. Includes starting salary, 6 month salary increase, and location: Division of Animal Health, Ewing, NJ.

JOB DESCRIPTION

The New Jersey Department of Agriculture (NJDA), Division of Animal Health (DAH), is tasked with maintaining disease control programs to safeguard the health and well-being of animals. These efforts are essential in ensuring food safety, public health, animal emergency response, and the humane treatment of animals across the state.

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.

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

OR

Possession of a bachelor's degree from an accredited college or university.

NOTE: Preference will be given to candidates with training in using laboratory information systems for managing lab client accounts, training on NJSTART and knowledge of associated Dept of Treasury procurement circulars, and accounting skills.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to Program Specialist 1. The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Please submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission's website at: http://www.state.nj.us/csc/seekers/about/steps/step2.html

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. Periodic statewide field work travel is required. Field work travel is reimbursed at \$.35\per mile. Will be required to possess and utilize personal vehicle for field travel.

AUTHORIZATION TO WORK: Selected candidate 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 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."

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](mailto: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 visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto: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**