



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



NOTICE OF JOB VACANCY

TITLE: Data Entry Operator 1	ANNOUNCEMENT #: 29-24	ISSUE DATE: 5/6/2024 CLOSING DATE: 5/20/2024
SALARY RANGE: \$34,025.07 - \$47,286.84		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: Division of Animal Health, Ewing, NJ		

JOB DESCRIPTION

Under the direction of a supervisory official, Division of Animal Health, transfers data from paper or electronic formats into computer files or database systems using keyboards, data recorders, or optical scanners; types in data provided directly from customers; creates spreadsheets with large numbers of figures without error; verifies data by comparing it to source documents; updates existing data; retrieves data from the database or electronic files as requested; performs regular backups to ensure data preservation; sorts and organizes paperwork after entering data to ensure it is not lost; answers the telephone, performs other related duties as needed.

REQUIREMENTS

SPECIAL NOTE: Appointees may be required to demonstrate proficiency in keyboarding, typing and/or document scanning.

SPECIAL NOTE: Knowledge of relevant software applications, including MS Office and Excel, proficiency in the use of email and internet, accurate numeracy skills and keyboard skills are strongly preferred.

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: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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." 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

The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please visit <https://nj.gov/csc/same/overview/index.shtml>, CSC-Same@csc.nj.gov, or call (609) 292-4144, option 3.

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.

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