NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625
www.state.nj.us/agriculture

POSITION TITLE: Temporary Employment Services (Hourly)
Laboratory Service Worker

ISSUE DATE: April 15, 2015
CLOSING DATE: April 22, 2015
SALARY: $12.00 per hour

LOCATION: Division of Animal Health
Ewing, New Jersey

ANNOUNCEMENT NUMBER: 6-15

POSITION DESCRIPTION

Under the direction of a supervisory staff in the Animal Health Diagnostic Laboratory, Division of Animal Health, Department of Agriculture, performs tasks involved in operating, maintaining and cleaning various types of laboratory equipment, receiving and sending packages, handling specimens, supplies and equipment, and utilizing laboratory recording and information system; does related work as required.

Duties

- Receives, unpacks, and opens packages containing infectious organisms and materials
- Enters specimen submission data in laboratory information management system (LIMS) using computer
- Unpacks laboratory specimens and containers and delivers these to the proper laboratory area for analysis
- Carries various sized packages of supplies and equipment throughout the laboratory areas (<50 pounds)
- Lifts and moves animal carcasses and boxes containing supplies and equipment using cart (<50 pounds)
- Prepares specimens and other supplies for shipment
- Pastes labels on bottles, containers and packages to be shipped
- Ships packages containing specimens to referral laboratories
- Required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units
- Performs other related duties

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

** **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.

APPLICANT INFORMATION

Applicants should submit a cover letter with announcement number, and resume by the closing date to: Gloria Shutz, Personnel Assistant 2, New Jersey Department of Agriculture, Office of Human Resources, P.O. Box 330, Trenton, NJ 08625.

POSTING AUTHORIZED BY:

Linda A. Krajain
Manager, Human Resources

The New Jersey Department of Agriculture is an Equal Opportunity/Affirmative Action Employer
Minorities and women are encouraged to apply.