



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



NOTICE OF JOB VACANCY

OPEN TO CURRENT PERMANENT STATE EMPLOYEES ONLY

TITLE: Principal Public Information Assistant	ANNOUNCEMENT #: 27-25	ISSUE DATE: 08/13/2025 CLOSING DATE: 08/27/2025
SALARY RANGE: \$73,706.89 to \$108,073.49		<input type="checkbox"/> DEPARTMENT WIDE <input checked="" type="checkbox"/> STATEWIDE
LOCATION: Office of the Secretary, Trenton, NJ		<input type="checkbox"/> GENERAL PUBLIC
JOB DESCRIPTION		
<p>Under the direction of the Secretary of Agriculture or other supervisory officials in the New Jersey Department of Agriculture, Principal Public Information Assistant assists in the formulation, development, and operation of the public relations and information program of the department and its various units.</p> <p>Tasks include but are not limited to: Takes the lead in planning, organizing, and putting into action public relations and information programs for the department and its various units; prepares and may supervise the preparation of news releases, speeches, radio and television scripts, bulletins, pamphlets, brochures, exhibits and displays, and other informative materials designed to acquaint the general public and specifically affected groups with the aims, functions, responsibilities, policies, and services of the department; establishes and maintains cooperative working relationship with representatives of the press, radio, television, labor, government agencies, and employers groups concerned with and affected by the programs of the department to collect and disseminate accurate current information; assists department officials in the preparation and distribution of essential data and information, in the preparation of meetings agenda, and in the recording and distribution of minutes of such meetings; compiles materials for and prepares news releases, informational bulletins, and brochures; supervises varied advertising and/or information programs of the department; reviews and evaluates the results of varied public relations and information activities of the department; prepares statistical and other reports containing findings, conclusions, and recommendations; drafts correspondence in the course of official duties; supervises the establishment and maintenance of essential records and files; will be required to learn to utilize various types of electronic and/or computerized information system and/or media used by the agency, office, or related units; may require travel, including attendance at events and conferences.</p>		
REQUIREMENTS		
<p>EDUCATION/EXPERIENCE:</p> <p>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.</p> <p>Seven (7) years of professional experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public information program in a public or private agency or organization.</p> <p style="text-align: center;">OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.</p> <p style="text-align: center;">OR</p> <p>Possession of a master's degree in Journalism, Public Relations, Communications, or English; and two (2) years of the above-mentioned professional experience.</p> <p>NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.</p> <p>SPECIAL NOTE: The ideal candidate can successfully manage several projects in various stages of completion at one time. This position entails meeting compliance deadlines so attention to detail is crucial. Excellent oral, written and interpersonal skills are essential. Computer literacy including the use of Microsoft Office and Westlaw is required.</p> <p>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.</p> <p>NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must be evaluated for accreditation by the closing date of this posting. Transcripts must be submitted with a resume. Failure to comply with these requirements may result in ineligibility.</p> <p>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.</p>		

LICENSE: Appointee 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.

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.

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 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.

BENEFIT(S)*
*Pursuant to the State/Department’s policy, procedures and/or guidelines.

Statewide benefits include:	
Deferred Compensation	Paid Time Off
Health and Life Insurance	State Holidays
Flexible and Health Savings Accounts (FSA) (HSA)	Up to \$250 in rewards for Wellness Program
Alternate Work Week available for some positions	Telework available for some positions

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