



NEW JERSEY DEPARTMENT OF AGRICULTURE

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

POSITION TITLE: Clerk Typist

ISSUE DATE: September 10, 2021
CLOSING DATE: September 24, 2021
SALARY: \$29,054.12- \$32,777.33
ANNOUNCEMENT NUMBER: 30-21

LOCATION: Ewing, New Jersey
Division of Plant Industry

POSITION DESCRIPTION

Under the direction of the HEMP Program Manager, Division of Plant Industry, NJ Department of Agriculture, provides associated correspondence, letters and reports; assists Program associates in application and reporting review; obtains pertinent program information from files and other sources and provides to program Manager for review; answers phone calls and provides accurate program information to callers; routes non-program calls to appropriate Bureau Program Managers; makes arrangements, prepares agendas and maintains schedule of meetings for Program Manager; maintains mailing lists and statistical reports for Program Manager; does other related duties as required.

REQUIREMENTS

The Civil Service Commission (CSC) requires a five-minute qualifying typing test (scored on a pass/fail basis with 25 net words per minute as passing) to be scheduled or administered prior to the interview process. If you have successfully passed a typing test administered by the CSC or an approved representative of the CSC, please attach a copy of the results with your resume.

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.

RESIDENCY LAW: Effective September 1, 2011, all employees of State and Local Government must reside in the State of New Jersey, unless exempted under law. If you already work for State or Local Government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

AUTHORIZATION TO WORK: The 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 including the announcement number, resume and transcripts by the closing date to: Heather Knox, Personnel Assistant 1, Human Resources, P.O. Box 330, Trenton, NJ 08625 or via e-mail to njdajobs@ag.nj.gov

POSTING AUTHORIZED BY:

Jacqueline Jobes

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