



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: Secretarial Assistant 1 (Non-Steno)	ANNOUNCEMENT #: 33-25	ISSUE DATE: 9/24/2025 CLOSING DATE: 10/15/2025
SALARY RANGE: \$49,266.17 - \$71,402.77	<input type="checkbox"/> DEPARTMENT WIDE <input checked="" type="checkbox"/> STATEWIDE <input type="checkbox"/> GENERAL PUBLIC	
LOCATION: Division of Marketing and Development, Trenton, NJ		
JOB DESCRIPTION		
<p>Under the direction of Division Director within the Division of Marketing and Development, Secretarial Assistant 1 (Non-steno) receives, reviews and deposits commodity council payments, compiles and provides financial reports for Commodity Councils, receives and reviews Jersey Fresh Point of Purchase order forms, prepares and mails Jersey Fresh Point of Purchase materials, ensuring applicants are qualified to purchase materials, provides Jersey Fresh information to Farm Market applicants, maintains and updates Farmers Market database, assists with updating the Jersey Fresh website, prepares and submits Monthly and Annual report data regarding Jersey Fresh Point of Purchase materials and Farmers Markets, assists Director and Marketing staff with event planning, performs general clerical duties including typing from hand written copy, answers telephones and relay messages, and serves as backup in the absence of other staff; does other related duties as assigned and required. Seeking a candidate with the ability to prepare clear, sound, accurate correspondence, ability to type accurately and rapidly, and ability to learn and to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.</p>		
REQUIREMENTS		
<p>EXPERIENCE: Three (3) years of experience in secretarial and administrative clerical work.</p> <p>NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.</p> <p>NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Please submit a copy of your evaluation with each application that requires a college degree or college 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</p> <p>LICENSE: Appointee will be required to possess a driver’s license valid in New Jersey only if the <u>operation of a vehicle</u> rather than employee mobility is necessary to perform the essential duties of the position.</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> <p>NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.</p>		
IMPORTANT NOTICE		
<p>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.</p>		
ELECTRONIC FILING INSTRUCTIONS		
<p>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.</p>		
SAME PROGRAM INFORMATION		
<p>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</p>		

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	13 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