



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



NOTICE OF JOB VACANCY

TITLE: TES Mail Assistant (Temporary Employment Services – 944 hrs. per fiscal yr.)	ANNOUNCEMENT #: 31-25	ISSUE DATE: 9/15/2025 CLOSING DATE: 9/30/2025
SALARY RANGE: \$22 per hour	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC	
LOCATION: Trenton, New Jersey (Office of the Secretary)		
JOB DESCRIPTION		
<p>The Temporary Mail Room Assistant is responsible for the Department of Agriculture mail distribution and managing day-to-day requests and delivery of equipment or mail for 10 divisions withing the agency.</p> <p>Responsibilities include but are not limited to:</p> <ul style="list-style-type: none">• Deliver mail, blood, and samples to Divisions of Animal Health and Plant.• Deliver mail and UPS, FED EX, WB Mason, NJ Lawyers and NJCI deliveries.• Handle moving office supplies inside and outside of the building.• Handle orders and delivery of copy papers in and out of the building.• Assist in moving furniture.• Provide transportation for staff when needed.• Cover all record disposals for the department.• Arrange and handle custodian orders and make bank deposits for the division.• Keep track of all vehicle information for Motor Pool and fill car(s) with gas.• Clean and maintain the stockroom.• On Standby for all rush and emergencies.• Other related duties as required.		
REQUIREMENTS		
<p>SKILLS/EXPERIENCE: Preferred mail room experience and knowledge of Microsoft software. Strong organizational and leadership skills. Excellent communication and interpersonal abilities. Proficiency in Microsoft software. Adaptability to changing requirements. Problem-solving mindset. Ability to work collaboratively with diverse teams.</p> <p>LICENSE: State of New Jersey Driver’s license required to drive to different buildings to perform essential duties of the position. Appointees required to possess a driver’s license valid in New Jersey for the operation of a vehicle rather than employee mobility and is necessary to perform the essential duties of the position.</p> <p>NOTE: College degree is not mandatory for this TES position, however candidates with college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must be evaluated for accreditation and may submit college transcripts with a resume.</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. 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>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.</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 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.</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 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.</p>		
BENEFIT(S)*		
<p>* Pursuant to the State/Department’s policy, procedures and/or guidelines</p>		
<p>TES benefits include: Earned Sick time</p>		

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