



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



**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Clerk Typist	<b>ANNOUNCEMENT #:</b> 19-22	<b>ISSUE DATE:</b> 6/24/2022 <b>CLOSING DATE:</b> 7/11/2022
<b>SALARY RANGE:</b> \$30,227.90 - \$34,101.53		[ ] DEPARTMENT WIDE [ ] STATEWIDE [X] GENERAL PUBLIC
<b>LOCATION:</b> Division of Marketing and Development, Trenton, NJ		

**JOB DESCRIPTION**

Under the direction of the Director, Division of Marketing and Development, receives and reviews Organic Registrations, applications/tonnage and reviews for completeness and accuracy; data enters applications, forms, and reviews our online licensing programs (NJFARMS); assists with receiving and reviewing Feed/Fertilizer/Lime applications/tonnage and reviews for completeness and accuracy; data enters forms; reviews our online licensing programs (USA Plants); provides Organic Registration and Feed/Fertilizer/Lime program information and documentation to registrants and the general public including online program assistance, fees and associated rules and regulations; prepares mailings and maintains files and records for our Organic Registration & Agricultural Chemistry and Jersey Grown Programs; reviews Jersey Grown applications for completeness and accuracy; data enters forms; completes deposit logs for store Milk Licensing; data enters mileage log for monthly reporting; receives, sorts and distributes mail to appropriate program staff; performs general clerical duties, such as faxing, photocopying, and filing; serves as backup in the absence of other clerical staff and performs other 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 your results with your resume.

**SPECIAL NOTE:** Preference will be given to candidates proficient in Microsoft Word and Microsoft Excel.

**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>

**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.

**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.

**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](mailto:njdajobs@ag.nj.gov).

POSTING AUTHORIZED BY: Jacqueline Jobs  
 Jacqueline Jobs, HR Manager

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