



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



NOTICE OF JOB VACANCY

TITLE: Clerical Assistant (TES) (Employment limited to 944 hours per fiscal year)	ANNOUNCEMENT #: 1-22	ISSUE DATE: 1/3/2022 CLOSING DATE: 1/17/2022
SALARY RANGE: \$25.00 per hour	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC	
LOCATION: Division of Marketing and Development, Trenton, NJ		

JOB DESCRIPTION

Under the direction of the Director, Division of Marketing and Development, candidate will perform clerical functions for the NJ Sire Stakes program. The responsibilities of the position include, but are not limited to transferring data from paper format into computer files or database systems; inputting data provided directly from customers; creating accurate spreadsheets containing high volume of data; verifying data by comparing it to source documents; updating existing data; retrieving data from the database or electronic files as requested; sorting and organizing paperwork after entering data; processing payments received; responding to or routing inquiries; performing other related duties as needed.

REQUIREMENTS

EXPERIENCE: A minimum of 1-year data entry experience; proficient in Microsoft Office, specifically Excel; organizational, planning and time management skills; ability to prioritize work; attention to detail and accuracy; problem-solving and teamwork. Familiarity with equine and horse racing is desired.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Please submit a copy of the evaluation with each application that requires a college degree or 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.

POSTING AUTHORIZED BY: *Jacqueline Jobes*
 Jacqueline Jobes, HR Manager