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

NOTICE OF JOB VACANCY

<table>
<thead>
<tr>
<th>TITLE: Clerical Assistant (TES)</th>
<th>ANNOUNCEMENT #: 22-22</th>
<th>ISSUE DATE: 7/7/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Employment limited to 944 hours per fiscal year)</td>
<td>CLOSING DATE: 7/21/2022</td>
<td></td>
</tr>
<tr>
<td>SALARY RANGE: $20.00 per hour</td>
<td>[ ] DEPARTMENT WIDE</td>
<td></td>
</tr>
<tr>
<td>LOCATION: Division of Animal Health, Ewing, NJ</td>
<td>[ ] STATEWIDE</td>
<td></td>
</tr>
<tr>
<td>[X] GENERAL PUBLIC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

JOB DESCRIPTION

Under the direction of the Director, Division of Animal Health, candidate will perform clerical duties such as answering logging, and forwarding incoming telephone calls; faxing, copying and scanning documents; filing; opening, date stamping, and distributing incoming mail; distributing forms and supplies to accredited veterinarians and the public; assist in the mailing and processing of laboratory test results to clients, including processing and mailing poultry inspection certificates and egg layer facility reports; monitoring emails of shared accounts for the Division of Animal Health; typing documents and other correspondence; checking and entering animal identification data; updating and maintaining databases; perform other related duties.

REQUIREMENTS

EXPERIENCE: A minimum of 1-year clerical or administrative experience; proficient with Microsoft Office Suite, Word, Excel and Outlook; organizational and time management skills; ability to prioritize work; attention to detail and accuracy; problem-solving and teamwork.

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, HR Manager

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