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

NOTICE OF JOB VACANCY

TITLE: TES Records Retention Specialist
(Flexible hourly position, employment limited to 944 hours in a fiscal year)

ANNOUNCEMENT #: 21-22
ISSUE DATE: July 7, 2022
CLOSING DATE: July 20, 2022

SALARY RANGE: $20.00 - $35.00 per hour (Based on Experience)

LOCATION: State Agricultural Development Committee (SADC), Trenton, NJ

[ ] DEPARTMENT WIDE
[ ] STATEWIDE
[X] GENERAL PUBLIC

JOB DESCRIPTION
Under the direction of a supervisory official in the State Agriculture Development Committee (SADC), in but not of the New Jersey Department of Agriculture, sorts, categorizes, scans, indexes, and permanently saves electronic and paper records; inputs information into a database and spreadsheets; tracks and reports progress; does related work as required.

Preference will be given to candidates who are meticulous, organized, proficient in Word, Excel, and SharePoint, who can review, comprehend, analyze, and interpret legal documents used in real estate closings and transactions and/or title work.

REQUIREMENTS
EDUCATION/EXPERIENCE: Experience in record and data retention, ability to identify documents, research missing documents, categorize documents, coordinate review of the retention and/or disposition of documents with assigned SADC staff.

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.

LICENSE: Selected candidate 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.

AUTHORIZED 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 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