



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



**NOTICE OF JOB VACANCY**

<b>TITLE:</b> TES Lab Assistant (Temporary Employment Services – 944 hrs. per fiscal year)	<b>ANNOUNCEMENT #:</b> 22-26	<b>ISSUE DATE:</b> 4/29/2026 <b>CLOSING DATE:</b> 5/13/2026
<b>SALARY RANGE:</b> \$23.00 per hour	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> <b>GENERAL PUBLIC</b>	
<b>LOCATION:</b> Division of Plant Industry, Ewing, New Jersey		

**JOB DESCRIPTION**

Under direction of management and supervisor in the Division of Plant Industry, the TES Lab Assistant is responsible for supporting daily laboratory operations by performing sample preparation, analytical testing, and data documentation in accordance with established methods and quality standards. This role includes operating and maintaining laboratory instruments, recording and reviewing test results, and ensuring compliance with regulatory requirements such as ISO 17025 and applicable federal and state guidelines.

The TES Lab Assistant will assist with routine testing across programs (e.g., animal feed, fertilizer, hemp, seeds, or molecular testing), maintain accurate technical records, and support quality assurance activities including calibration tracking, documentation review, and adherence to standard operating procedures (SOPs). The position also involves troubleshooting basic instrument or method issues and coordinating with senior staff to ensure timely and accurate reporting of results.

Tentative Work Schedule M-F 8:00 AM TO 4:00 PM and this position is temporary position and is estimated to be approximately 9 months to a year.

**REQUIREMENTS**

**EDUCATION:** Successful completion of sixty (60) semester hour credits from an accredited college or university, including or supplemented by twenty-four (24) semester hour credits in the biological, chemical, and/or physical sciences.

**NOTE:** Successful completion of a certificate program in Clinical Laboratory Technology may be substituted for the above education.

**NOTE:** Applicants who do not possess the required education or certificate in Clinical Laboratory Technology, but possess the specialized credits outlined above may substitute experience as a technician in a public health, hospital, clinic, or research laboratory performing various types of tests, for the remaining education (years to complete the credits) on a year-for-year basis.

**NOTE:** All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of posting. Transcripts (if required) must be submitted with a resume. Failure to comply with these requirements may result in ineligibility.

**NOTE:** Foreign transcripts must be evaluated by a recognized evaluation service at your expense. 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 website at: <https://www.nj.gov/csc/index.shtml>

**LICENSE:** Appointees 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:** 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.

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

**SAME PROGRAM INFORMATION**

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](mailto: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](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**BENEFIT(S)\***

\*Pursuant to the State/Department's policy, procedures and/or guidelines

TES benefits include: Earned Sick Time

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