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

NOTICE OF JOB VACANCY

OPEN TO CURRENT PERMANENT STATE EMPLOYEES ONLY

TITLE: Administrative Assistant 3	**ANNOUNCEMENT #:** 46-26	**ISSUE DATE:** 10/22/2026 **CLOSING DATE:** 11/12/2026
SALARY RANGE: $58,222.22 - $84,763.22		[ ] DIVISION ONLY [ ] DEPARTMENT WIDE
LOCATION: Division of Marketing and Development, Trenton, NJ 08625		[x] STATEWIDE ONLY [ ] GENERAL PUBLIC

JOB DESCRIPTION

Under the direction of an Executive Assistant within the Division of Marketing and Development, this position is responsible for processing dishonored payments and correspondence for Dairy, Agricultural Chemistry, Organic Registration and Commodity Inspection and Grading Programs; maintaining fiscal control by preparing and submitting purchase orders, training requests, travel requests, personnel documentation, requisitions, contract and non-contract purchase orders, payment vouchers, expense budget and transfer forms; ensuring expenditures are in accordance with budget allocations and Treasury, Purchase Bureau and OMB rules, regulations and directives; utilizing the New Jersey Comprehensive Financial System (NJCFS), EFars and the NJSTART System to verify account balances, fiscal transaction statuses, and vendor data; receiving, recording, depositing and reconciling Dairy, Organic, Fruit & Vegetable, and Agricultural Chemistry and Cooperative Inspection revenues; assisting with the administration of, and payments for, division grant programs; other related duties as required.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

EXPERIENCE: Five (5) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities.

OR

EDUCATION: Graduation from an accredited college or university with a bachelor's degree; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

SPECIAL NOTE: Preference will be given to applicants with fiscal, New Jersey Comprehensive Financial System experience.

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. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

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 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.**

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 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, or call CSC at (609) 292-4144, option 3.

BENEFIT(S)*

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

Statewide benefits include:

Deferred Compensation	Paid Time Off
Health and Life Insurance	State Holidays
Flexible and Health Savings Accounts (FSA) (HSA)	Up to $250 in rewards for Wellness Program
Alternate Work Week available for some positions	Telework available for some positions

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