



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



NOTICE OF JOB VACANCY

TITLE: TES Data Entry Assistant (Paid temporary position)	ANNOUNCEMENT #: 42-26	ISSUE DATE: 10/2/26 CLOSING DATE: 10/18/26
SALARY RANGE: \$20 per hour		☐ DEPARTMENT WIDE ☐ STATEWIDE ONLY ☒ GENERAL PUBLIC
LOCATION: Division of Agricultural & Natural Resources 200 Riverview Plaza, Trenton, NJ 08625		
JOB DESCRIPTION		
- Under the direction of a supervisory official in the USDA (United States Department of Agriculture) National Agricultural Statistics Service (NASS) office within the New Jersey Department of Agriculture (NJDA), uses an alphanumeric keyboard to enter, edit, and/or update data from NJ Farmland Assessment applications into a designated computer system for storage, processing, or data management purposes; - Verifies the accuracy of data entered into the computer system by reviewing and comparing the electronically entered data with the original paper applications; corrects errors, omissions, or inconsistencies as necessary to ensure accurate and complete records; - Performs data validation to assess whether land-use classifications reported on the applications are consistent with actual farming activities; occasionally uses digital mapping tools as part of the validation process; - Reviews applications to determine whether further examination is warranted; reports findings and more complex issues to a higher-level staff member; - Performs other related duties as required.		
REQUIREMENTS		
<u>EDUCATION:</u> Graduated from high school or possession of a high school equivalency certificate. <u>EXPERIENCE:</u> Preference will be given to candidates with proficiency in statistical-clerical work. <u>PREFERRED SKILLS:</u> Proficiency with Microsoft Office and general computer applications; strong attention to detail and accuracy; critical thinking and problem-solving skills; effective communication skills; strong organizational and time-management skills; ability to work independently, take initiative, and maintain a proactive approach to assigned tasks; and ability to collaborate effectively and thrive in a team environment. <u>WORK LOCATION AND AVAILABILITY:</u> Must be available to work a minimum of 25 hours per week, in person, Monday through Friday between 8 a.m. and 5:00 p.m.; preference may be given to candidates available to work up to 35 hours per week. Specific work hours may be established with the supervisor. This is an in-person position located at the New Jersey Department of Agriculture, 200 Riverview Plaza, Trenton, NJ. <u>FOREIGN DEGREES:</u> 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. <u>AUTHORIZATION TO WORK:</u> Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations. <u>NOTE:</u> The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visas.		
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 .		
NJ 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		
TES benefits include Earned Sick time		

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