



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



NOTICE OF JOB VACANCY

TITLE: TES Appraisal Assistant (Part-Time Appraisal Assistant – Farmland Preservation)	ANNOUNCEMENT #: 26-26	ISSUE DATE: 5/14/26 CLOSING DATE: 6/30/26
SALARY RANGE: \$40 - \$60 per hour (Flexible hourly position Monday to Friday between the hours of 8am and 5pm, employment limited to 944 hours in a fiscal year)		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: State Agriculture Development Committee (SADC), Trenton, NJ		

JOB DESCRIPTION

The State Agriculture Development Committee (SADC) is seeking an individual to support our team of State Certified General Real Estate Appraisers in all aspects of reviewing and processing farmland preservation appraisals and certifying easement and fee simple values. This position involves assisting with the organization, tracking, and management of appraisal reports and related documentation; coordinating correspondence with appraisers, landowners, county agriculture development boards, and other stakeholders; maintaining accurate records and databases; preparing materials for meetings; ensuring compliance with established program guidelines; and performing a wide range of tasks necessary to facilitate the efficient and timely processing of farmland preservation appraisals. The ideal candidate will possess strong organizational skills, excellent attention to detail, proficiency in Microsoft Office and database management, and the ability to manage multiple priorities in a fast-paced environment. Candidates are expected to contribute meaningfully from the outset, with minimal onboarding in basic appraisal-related concepts.

REQUIREMENTS

EDUCATION: A bachelor’s degree in related field from an accredited college or university is preferred but not required. Coursework towards State Certified General Real Estate Appraiser licensure is preferred but not required.
EXPERIENCE: Candidate must have a working knowledge of non-residential real estate appraisal principles, terminology, and processes, including the Uniform Standards of Professional Appraisal Practice (USPAP), especially with the valuation of vacant land. Candidates with experience specific to farmland valuations under New Jersey's farmland preservation program will be prioritized. Candidate must also have experience effectively utilizing the Microsoft Office Suite.
PREFERENCE: Preference will be given to applicants with a strong knowledge of, commitment to, and experience in real estate, land conservation and/or farmland preservation; exceptional writing skills; experience analyzing complex problems, recommending and implementing effective solutions.
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.
AUTHORIZATION TO WORK: 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.
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 must 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 seven 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.

BENEFITS*

*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