



**State of New Jersey
Board of Public Utilities**

**ANTICIPATED JOB VACANCY
REPOSTED**

****current permanent state employees****

JOB POSTING #: 37-16

DATE OF POSTING: September 6, 2016

DATE OF CLOSING: September 20, 2016

TITLE: Administrative Assistant 3

SALARY: \$45,053.25 – \$63,537.63

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Division of Administration

GENERAL DESCRIPTION: Assists the Director of Administration and other units within the Division by performing and coordinating administrative support services: does other related work.

Work Responsibilities:

- Review and route incoming correspondence and letters.
- Responds to inquiries with the necessary technical information and assistance promptly.
- Screen and route incoming calls.
- Reviews and/or prepares routine correspondence.
- Provide complex administrative services.

- Assists HR with various administrative functions (Candidate must maintain confidentiality).
- Input and maintain relevant data on various types of facilities issues and resolutions.
- Assist the training coordinator (i.e. input training information etc.)
- Maintain and organize confidential documents within the units of Administration.
- Notify staff regarding training opportunities.
- Use of various systems.
- Function as back up to the receptionist and the Director's Administrative Assistant.
- Distribute mail within the Division.
- Maintain agency conference room calendar.

REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: One (1) year of administrative experience in a business or government agency providing administrative support services and/or coordinating work activities.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

OPEN TO THE FOLLOWING: Open to current State of NJ Employees serving in a permanent capacity who meets the requirements stated above.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL:

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