



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

**ANTICIPATED JOB VACANCY  
REPOSTED**

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

**JOB POSTING #: 29-16**

**DATE OF POSTING:** May 10, 2016

**DATE OF CLOSING:** May 24, 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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P.O. Box 350  
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[HumanResources@bpu.state.nj.us](mailto:HumanResources@bpu.state.nj.us)

**\*\*Applicants who previously applied to anticipated job vacancy 23-16 need not reapply.\*\***