



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

ANTICIPATED JOB VACANCY

JOB POSTING #: 13-15

DATE OF POSTING: February 25, 2015

DATE OF CLOSING: March 3, 2015

TITLE: Secretary, Board of Public Utilities

SALARY: Commensurate with Experience

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Office of the Secretary

GENERAL DESCRIPTION: In conformity with New Jersey Statute N.J.S.A. 48:2-4, the Board of Public Utility Commissioners shall appoint a Secretary whose statutory duties shall be as follows: "The Secretary or in his/her absence an Assistant Secretary shall keep full and correct minutes of all transactions and proceedings of the Board and perform the other duties required of the position. He/she shall be the official reporter of the proceedings of the Board"

The Secretary also coordinates the utility customer complaint resolution process; coordinates and supervises case management; coordinates and supervises Word Processing Center; responsible for reviewing all Board orders and official correspondence for both technical and legal sufficiency; along with technical staff, is responsible for planning decisions and actions and board present and future policy; the Secretary shall perform any other duties prescribed by the Commissioners; does related work as required.

Responsibilities:

- Serves at all Board meetings as the official reporter.
- Establishes the date for all Board hearings. Prepares and disseminates legal public notices of all Board proceedings in compliance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et. Seq.

- Receives and processes all applications, petitions, motions and other pertinent legal memoranda filed by the industries and Board regulates; interested local, State and federal government agencies, including but not limited to the Division of Rate Counsel, Department of Public Advocate, the Department of Law and Public Safety, the Federal Energy Regulatory Commission, and both the State and Federal Departments of Energy; and the public.
- Informs all interested parties of the final decisions of the Board on all rate cases, motions, and other notifications the Board requires.
- Receives and distributes to agency representatives all Initial Decisions received by the Board and assures that the Board acts upon such Initial Decisions within the time limitations prescribed by the law.
- Reviews and issues decisions, orders, subpoenas, and other legal documents as directed by the Board.
- Coordinates the prompt distribution of and responds to all correspondence received by the Board to assure that the concerns raised by the public are acted upon and answered within the scope of the Board's statutory and regulatory power.
- Prepares, updates and publishes the Agenda of the Board's weekly public meeting, assuring complete technical and legal analysis are presented for the proper Board review.
- Supervises and manages the Board's Bureau of Customer Assistance.
- Coordinates Board customer complaint staff with the Board technical staff in order to resolve complicated technical customer complaints.
- Directs the classifying, filing maintenance of all closed and pending cases at the Board through the Board's Document and File Center.
- Advises the Board with respect to various statutes, including the Administrative Procedures Act and the Open Public Meetings Act as they apply to formal public meetings of the Board of Public Utility Commission.
- Performs such other functions and duties as may be assigned by the Board.

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

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

OPEN TO THE FOLLOWING: All NJ Residents

NOTE: RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL:

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