



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

ANTICIPATED JOB VACANCY

DATE OF POSTING: January 25, 2012

DATE OF CLOSING: February 10, 2012

TITLE: Principal Stock Clerk/Clerk Driver

SALARY: \$35,184.41 – \$49,280.75

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Bureau of Office Services
Division of Administration

GENERAL DESCRIPTION: Under general supervision, assists with work involved in receiving, unloading, storing, issuing, shipping, and recording parts, equipment, materials, and supplies of varied types.

Drives and services a motorized vehicle for transporting materials and supplies and performs routine clerical work; does other related duties as required.

Duties include:

- Responsible for the supply room, including but not limited to:
 - Periodic inventory
 - Assisting with ordering supplies
 - Filling and delivering orders
 - Unload and unpack supply shipments
- Organize the stockroom and keep sufficient records
- Maintains BPU mailroom (accepts, delivers and tracks mail)
- Making deliveries of supplies and mail to BPU departments and other State Agencies.
- Maintain records and files.

EXPERIENCE: Two (2) years of experience in work involving requisitioning, receiving, storing, and recording office supplies in a stockroom.

NOTE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

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, FAX, OR EMAIL:

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