



# BOARD OF PUBLIC UTILITIES NOTICE OF VACANCY



<b>POSTING: 32-2026</b>	<b>OPENING DATE: JUNE 16, 2026</b>	<b>CLOSING DATE: JULY 10, 2026</b>
<b>TITLE: ADMINISTRATIVE ASSISTANT 2</b>	<b>WORKWEEK: 35 HOURS (3E)</b>	<b>EXISTING VACANCIES: 1</b>
<b>SALARY: \$64,340.11 - \$94,061.71</b>	<b>DIVISION/OFFICE: DIVISION OF REVENUE &amp; RATES</b>	

**OPEN TO STATE EMPLOYEES**

### GENERAL DESCRIPTION

Under the supervision of the Director of Revenue & Rates, supports the Division by performing and coordinating a variety of administrative support services, including coordinating event logistics for the Office; performs other related work as required.

### WORK RESPONSIBILITIES

Assists in the planning and organization of activities that advance the goals and objectives of the Division of Revenue and Rates. Manages the calendar, including scheduling meetings on behalf of the Director and other Division personnel. Liaises on behalf of the Division with the President and Commissioners' offices and other units within the agency. Help ensure the timely processing of all agenda items from the Division. Assists in maintaining master files for all major open matters within the Division. Manage the constituent outreach for the Division, including assigning, tracking, and closing. Investigates administrative problems and makes recommendations for solutions. Coordinates office operations, such as clerical/administrative work, internal reporting systems, reviewing and maintaining forms, and suggests methods for office improvements as needed. Responsible for the collection and assembly of confidential data and information for reporting purposes. Prepares various correspondence to inquiries on behalf of the Director or designee(s), sometimes of a confidential nature. Maintains records and files.

### REQUIREMENTS

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities.

**OR**

Possession of a bachelor's degree from an accredited college or university, and two (2) years of the above-mentioned professional experience.

**RESUME NOTE:** *Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.*

## GENERAL INFORMATION

**BENEFITS:** The State of New Jersey offers a variety of employee benefits statewide, including:

- Health and Dental Benefit Plans
- Prescription Drug Plan
- Vision Care Reimbursement
- Deferred Compensation
- 12 Vacation Days, 15 Sick Days, 3 Administrative Leave Days
- 13 Paid Holidays
- Telework available for some positions after 120 days of employment\* (*Pursuant to the BPU's policy, procedures, and/or guidelines*)
- Flexible and Health Savings Accounts
- Public Student Loan Forgiveness
- Paid Leave for Military Training

**HOURS OF WORK:** The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.

**STATE AS A MODEL EMPLOYER (SAME) APPLICANTS** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. [The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please \[click here\]\(#\) if you have any questions, please email, or call the contact as indicated on the job vacancy announcement.](#)

**TELEWORK:** This position may be eligible to participate in the Department's Telework Program after 120 days of employment, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by management per operational needs, subject to all requirements of the Department's Telework Program. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.

**WORK AUTHORIZATION:** In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment verification forms upon hire. 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. The State of New Jersey does not provide sponsorships for citizenships or Visas to the United States.

**RESIDENCY REQUIREMENTS:** The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new, or prospective employees should be aware of the following: *Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for the State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011, or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment. For more information, visit: <https://www.nj.gov/labor/research-info/njfirst.shtml>*

**APPLICATION INSTRUCTIONS:** Submissions must be received in time to the email address listed below to be considered. **Failure to submit all required documents may result in an ineligibility determination.** Interviews will be granted based on the resume.

If you are qualified, please submit the documents listed below by 4:00 pm on the closing date of this vacancy:

- Cover letter/letter of interest indicating the posting number
- A current resume
- Proof of degree (a copy of your final official/unofficial transcripts and/or foreign degree evaluation)
- Writing Sample
- A complete [State of NJ Employment Application](#) and [Personal Relationships Disclosure Form](#)

**All documents must be submitted via email at [humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov) (Subject line must include the specific job posting number).**

*The New Jersey Board of Public Utilities is an Equal Opportunity Employer.*