



**State of New Jersey
Board of Public Utilities
44 South Clinton Avenue
Trenton, New Jersey 08625
Paid Internship Opportunity**

****This is an in-person position****

Division: Office of Case Management

Number of Positions: One (1)

Salary: \$15.00 per hour

Work Hours: 10-20 hours per week (varies depending on the semester)

General Unit Description: The Office of Case Management (OCM) is responsible for tracking and recording each petition and application filed with the NJBPU via the InfoShare system. In addition, the OCM oversees and manages the following processes:

- Agenda Management Control (i.e., preparing the Agenda and documents for Senior Staff approval, processing Board Orders to the Parties of Record, scanning, and uploading for web posting, and completing entries with a summary of each Board approved decision into the InfoShare system);
- Docketing Management Control (i.e., establishing docket numbers and ensuring that all associated documents are maintained in the Case File, InfoShare System and made accessible to all stakeholders; including the public, and the redistribution of mail throughout the agency. The OCM also works closely with the Office of the Secretary to support and assist with the Open Public Records Act (OPRA) compliance;
- Processing, maintaining, and forwarding any accompanying material of the initial decisions made by the Office of Administrative Law to Staff and DAG Office as soon as it is received;
- Serves as the agency's liaison for the InfoShare system and e-filing with the Office of Information Technology (IT);
- Preparing weekly reports (e.g., "Newly Docketed Matters," "Hearing Calendar," and "Initial Decision") and regularly updating the website for public access;
- Maintain and facilitate archive requests, following OPRA guidelines, archive dockets quarterly, and do research on out-of-date Board orders and case files.

Project Description: The OCM Intern will have the chance to work alongside office staff and assist in examining and evaluating cases in the InfoShare System as they relate to matters filed and approved by the Board.

In addition, interns will gain a clear understanding of docketed matters; learn customer service skills, and about E-Filing procedures, Agenda Management processes, and reporting standards.

What you will do:

- Report completed duties to the office Supervisor.
- Assist in Case tracking; learn how to navigate through multiple screens in the InfoShare System.
- Review and check Case Files for accuracy to ensure all documents are filed accordingly.
- Assist in uploading old case files in their entirety to maintain and ensure all cases are stored electronically following Case Management's retention schedule.
- Assist in archiving closed cases after uploading to InfoShare.
- Perform system entries entailing cross reference descriptive information in the InfoShare system as some cases interact with other Division dockets.
- Perform case closure entries to ensure, maintain and update the status of docketed cases.
- Review and compile OPRA request documentation when necessary.
- Perform data collection relative to docketed matters and special projects.

What you will learn:

- The full life cycle of a docketed matter from Docketing to Board approval.
- The importance of E-Filing and the functions of the InfoShare System.
- How to research cases and input data for specific matters.

What we'd like to see:

- Research and Analysis skills.
- Strong Customer Service skills.
- Understanding of Microsoft Office functions.
- Coordination and Team building for assigned projects.

Education/Experience: Recent graduates or current graduate or undergraduate students with at least two (2) years of college experience, from an accredited college or university, majoring in accounting, business management, or finance. Strong writing and editing skills are required. BPU will work with an educational institution's cooperative education office to enable students to obtain college credit upon request.

Prior work experience, related or unrelated to the utility industry will also be considered.

Estimated Project Duration and Work Schedule: The NJBPU requires interns to work a minimum of 10-20 hours per week (varies depending on the semester). An extension into the next session will be taken into consideration.

Note: We invite members of all diverse communities to join our workforce as we endeavor to best serve New Jerseyans from every background. We believe that by welcoming differences, encouraging new ideas and views, listening to and learning from each other, and providing opportunities for professional enrichment we are better able to serve those around us.

To Apply: Please submit the following to humanresources@bpu.nj.gov: resume; brief writing sample; most recent transcript (unofficial copy acceptable); Personal Relationships Disclosure Form ([Click Here](#)) and three references (name and phone number for either professional or educational contacts).

In the subject line, please follow the format of “NAME [first last], Semester Year [i.e. Spring 2023], and Division [i.e. Reliability and Security] Intern Application”. Applications are due one month before the start of the internship cycle, so if you are applying for a Summer role, your application is due no later than May 1 of the given year.

Note: Interns must be New Jersey Residents or attend a New Jersey college or university.

Visit us at: <https://nj.gov/bpu/>

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