



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

ANTICIPATED JOB VACANCY

JOB POSTING #: 15-18

DATE OF POSTING: August 3, 2018

DATE OF CLOSING: August 17, 2018

TITLE: Administrative Assistant 3

SALARY: \$46,873.41 – \$66,104.43

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Division of Water
Bureau of Rates

GENERAL DESCRIPTION: Assists the Bureau Chief of Rates performing and coordinating administrative support services: does other related work.

Work Responsibilities:

- Prepares Board Agenda packets/letters and/or memorandums; statistical, financial and other reports for the Bureau Chief.
- Logs in and distributes all mail and filing for the Bureau.
- Maintains the correspondence log for the Bureau.
- Prepares discovery documents for the Bureau Staff.

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 with responsibility for assisting in the direction and/or coordination of personnel, fiscal affairs, office administration, and other support services.

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: Current state employees serving in a permanent capacity who meet the above requirements.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL:

NJ Board of Public Utilities
Office of Human Resources
P.O. Box 350
Trenton, NJ 08625
humanresources@bpu.nj.gov