



New Jersey Board of Public Utilities
NJ Board of Public Utilities
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625



Notice of Job Vacancy

JOB POSTING #: 28-2021

DATE OF POSTING: July 20, 2021

DATE OF CLOSING: August 10, 2021

TITLE: Administrative Assistant 2

SALARY: \$55,777.68 – \$78,967.17

EXISTING VACANCIES: One (1)

WORKWEEK: 3E

DIVISION/LOCATION: Board of Public Utilities
Division of Clean Energy

GENERAL DESCRIPTION: Under the supervision of the Director of Clean Energy; supports the Division of Clean Energy by performing and coordinating a variety of administrative support services; does other related work as required.

Work Responsibilities:

- Assists in the planning and organization of activities that advance the Division of Clean Energy's goals and objectives.
- As requested, schedules and manages meetings on behalf of the Director and other Division personnel.
- Acts as a liaison with other organizational units providing support services for all Clean Energy matters.
- Develops complex correspondence in response to inquiries as directed.
- Assists in the collection of data in preparation of budget requests.
- Coordinates office operations, such as clerical/administrative work, internal reporting systems, reviewing and maintaining budget 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 Director or designee(s), sometimes of a confidential nature.
- Assist Division staff with preparing for stakeholder engagement meetings, outreach functions, public engagements and other activities.
- Maintains records and files.

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

EXPERIENCE: Two (2) years of administrative experience in a business or government agency providing administrative support services and/or coordinating work activities.

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

OPEN TO THE FOLLOWING: Current State employees with permanent status in the competitive division who meet the requirements above.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, diploma or unofficial transcript and Personal Relationships Disclosure Form ([Click Here](#)). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

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

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.

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

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