



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

**ANTICIPATED JOB VACANCY
REVISED**

JOB POSTING #: 12-14

DATE OF POSTING: July 23, 2014

DATE OF CLOSING: August 6, 2014

TITLE: Confidential Assistant 2 (****Formerly Administrative Assistant 2, ERB****))

SALARY: TBD

EXISTING VACANCIES: One (1), Unclassified

DIVISION/LOCATION: Board of Public Utilities, Trenton

GENERAL DESCRIPTION: Assists Director/Deputy Director in a state department institution or agency by performing and coordinating administrative support services; does other related duties.

PRIMARY RESPONSIBILITIES:

- Assists in planning and organizing activities advancing the goals and objectives of the Energy Resilience Bank program.
- Coordinates fiscal procedures to include budget implementation and expenditures.
- Coordinate with President's Office and Senior Staff within BPU and other agencies on administrative matters such as scheduling, report development and submittals and other issues.
- Collection and assembly of data and information for reporting purposes.
- Develops complex correspondence in response to inquiries as directed;
- Assists in the collection of data in preparation of budget requests.

- Investigates administrative problems and makes recommendations for solutions.
- Prepare and review routine correspondence.

- 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: Open to NJ Residents.

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.

*****IF YOU HAVE PREVIOUSLY APPLIED FOR THIS POSITION THERE IS NO NEED TO REAPPLY.*****

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.state.nj.us