



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



NOTICE OF VACANCY

****This position may be eligible for telework up to two days per week****

POSTING NO.: 16-2023

TITLE: Administrative Assistant 2

SALARY: \$58,031.09 – \$82,157.57

WORKWEEK: 35 hours (3E)

EXISTING VACANCIES: One (1)

OPENING DATE: March 2, 2023

CLOSING DATE: March 23, 2023

DIVISION/LOCATION: Broadband
Office

The Board of Public Utilities is a great place to work

You will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

GENERAL DESCRIPTION: Under the supervision of the Director of Broadband; supports the Broadband Office 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 Broadband Office.
- As requested, schedules and manages meetings on behalf of the Director and other Office personnel.
- Helps to coordinate Broadband Office events logistics, such as scheduling/booking stakeholder meeting locations and the Digital Equity Summit; serves as primary point person for meeting/event logistical coordination.
- Ensures timely processing of vendor invoices related to events hosted by the Broadband Office.
- Acts as a liaison with other organizational units as needed, providing support services for Broadband Office 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.
- Maintains records and files.

REQUIREMENTS

EDUCATION: 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.

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.

OPEN TO THE FOLLOWING: Open to current State employees with permanent status in the competitive division, who meet the requirements and experience stated above.

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.

WORK AUTHORIZATION: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript/diploma indicating the date the degree was conferred, if applicable, the State of New Jersey Employment Application and the 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
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov**

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

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