



BOARD OF PUBLIC UTILITIES NOTICE OF VACANCY



POSTING: 26-2026	OPENING DATE: APRIL 22, 2026	CLOSING DATE: MAY 13, 2026
TITLE: ADMINISTRATIVE ASSISTANT 3	WORKWEEK: 35 HOURS (3E)	EXISTING VACANCIES: 1
SALARY: \$56,253.35 - \$81,896.85	DIVISION/OFFICE: DIVISION OF CLEAN ENERGY	
OPEN TO: STATE EMPLOYEES		

GENERAL DESCRIPTION

Under the supervision of a Director in the Division of Clean Energy, the Administrative Assistant will assist Division leadership by performing and coordinating administrative support services. The successful candidate must be extremely organized and feel comfortable communicating with a wide range of people.

WORK RESPONSIBILITIES

Acts as principal assistant on administrative matters. Reviews inquiries and responds with the necessary technical information and assistance in a prompt manner. Maintains liaison with other organizational units providing support services such as data processing, accounting, purchasing, printing, and personnel. Utilizes various types of electronic and/or manual recording and information systems used by the agency, office, or related units. Coordinates fiscal procedures within the organizational unit, including budget implementation and control, making sure that expenditures are in accordance with the allocation of funds. Keeps currently informed of new and revised personnel policy statements, regulations, directives, and other communications published by the departmental personnel office, and develops plans and procedures for implementation of such communications. Coordinates the collection of data and preparation of administrative and informative reports on support of program activities, time and attendance records, leaves, terminations, new employees, transfers, fiscal expenditures, and statistical records of performance data. Investigates administrative problems and makes recommendations for solutions. Assists in planning and implementing administrative improvements, including organizational changes and work systems. Expedites and coordinates services such as maintenance, repairs, supplies, and mail. Directs and/or makes special studies. Interprets administrative regulations and policies as required within the department or division. Plans, schedules, and/or attends meetings and conferences, and prepares reports thereon. Reviews and/or prepares routine correspondence. Compiles and interprets data. Will be required to learn how to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities.

OR

Possession of a bachelor's degree from an accredited college or university.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

RESUME NOTE: Eligibility determination will be based upon information presented on the resume and/or education documents provided. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

GENERAL INFORMATION

BENEFITS: The State of New Jersey offers a variety of employee benefits statewide, including:

- Health and Dental Benefit Plans
- Prescription Drug Plan
- Vision Care Reimbursement
- Deferred Compensation
- 12 Vacation Days, 15 Sick Days, 3 Administrative Leave Days
- 13 Paid Holidays
- Telework available for some positions* (*Pursuant to the BPU's policy, procedures, and/or guidelines.*)
- Flexible and Health Savings Accounts
- Public Student Loan Forgiveness
- Paid Leave for Military Training

HOURS OF WORK: The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.

STATE AS A MODEL EMPLOYER (SAME) APPLICANTS If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. [The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please \[click here\]\(#\) if you have any questions, please email, or call the contact as indicated on the job vacancy announcement.](#)

TELEWORK: This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.

WORK AUTHORIZATION: In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment verification forms upon hire. Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services Regulations. The State of New Jersey does not provide sponsorships for citizenships or Visas to the United States.

RESIDENCY REQUIREMENTS: The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new, or prospective employees should be aware of the following: *Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for the State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011, or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment. For more information, visit: <https://www.nj.gov/labor/research-info/njfirst.shtml>*

APPLICATION INSTRUCTIONS: Submissions must be received in time to the email address listed below to be considered.

Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted based on the resume.

If you are qualified, please submit the documents listed below by 4:00 pm on the closing date of this vacancy:

- Cover letter/letter of interest indicating the posting number
- A current resume
- Proof of degree (a copy of your final official/unofficial transcripts and/or foreign degree evaluation)
- Writing Sample
- A complete [State of NJ Employment Application](#) and [Personal Relationships Disclosure Form](#)

All documents must be submitted via email at humanresources@bpu.nj.gov (Subject line must include the specific job posting number).