



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.: 13-2023

TITLE: Clerk Typist

SALARY: \$30,227.90 – \$41,848.79

WORKWEEK: 35 hours (35)

EXISTING VACANCIES: One (1)

OPENING DATE: March 2, 2023

CLOSING DATE: March 23, 2023

DIVISION/LOCATION: Division of
Administration/Bureau of Office Services

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 supervision, performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

WORK RESPONSIBILITIES

- Performs varied clerical duties including typing, filing and scheduling.
- Answers the telephone and takes messages accurately.
- Facilitates vehicle request process.
- Maintains vehicle mileage reports and associated forms.
- Receives, sorts, and distributes incoming mail.
- Composes and types correspondence.
- Assists with managing fleet vehicle GPS Tracking system.
- Ensures SAR's, TSR's and other building request forms are received and processed in a timely manner.

- Maintains essential records and files.

REQUIREMENTS

NOTE: Experience in clerical work including typing, scheduling and answering phones preferred.

RESUME NOTE (If applicable) : 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 New Jersey residents.

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.

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. For more information on the SAME Program visit the following website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov or call at 833-691-0404.

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.