



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.: 06-2023

EXISTING VACANCIES: One (1)

TITLE: Processing Representative (Gov. Rep. 2)

OPENING DATE: January 17, 2023

SALARY: Commensurate with Experience

CLOSING DATE: January 31, 2023

WORKWEEK: 35 hours (NL)

DIVISION/LOCATION: Division of
Reliability and Security

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 direction of the Director, Division of Reliability and Security, oversees the document process and is responsible for control, security, accessibility, and timeliness of division documents.

WORK RESPONSIBILITIES

- Oversees document storage, sharing, transmission, and destruction.
- Communicates and consults with other staff to meet deadlines for document submission.
- Oversees tracking and submission of federal grant documents including time sheet tracking.
- Prepares documents for meetings and conferences including sending invitations and sending follow-up documents.
- Search electronic sources, such as databases or repositories, or manual sources for information.
- Identify and classify documents or other electronic content according to characteristics such as security level, function, and metadata.
- Sends and receives documents and letters for the One Call Bureau violations and outstanding fines.
- Prepares/reviews all documents including memos to the Board, Board Orders, public correspondence and inter/intra agency correspondence.

- Reviews and forwards grant application correspondence as needed for timely answers to questions from federal entities.
- Prepares docket agenda memorandums, forwards agenda paperwork and coordinates agenda package submission in coordination with the Administrative Assistant.
- Maintains current knowledge of best practices in document management technologies and techniques through participation in professional organizations or conferences, meetings or workshops.

REQUIREMENTS

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

EXPERIENCE: Two (2) or more years of demonstrated experience in and knowledge of the agenda process, documents process and grants review and processing.

NOTE: Demonstrated strength in interpersonal skills, decision-making, problem analysis, creative thinking, administrative judgment, delegation, managerial or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.

NOTE: Demonstrated proficiency with Microsoft office, spreadsheet, database, communications software, project management, and energy efficiency analytical tools are preferred.

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 BPU Employees.

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 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**

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

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