

TOWNSHIP OF EVESHAM

JOB OPPORTUNITY

TITLE: ADMINISTRATIVE CLERK
DEPARTMENT: Community Development
SALARY: Hourly rate depends on certification and qualifications
SCHEDULE: Monday – Friday 8:30 a.m. – 4:30 p.m.

POSITION SUMMARY:

Under the direction of the Community Development Coordinator, this position provides general clerical assistance in the daily operation of the office, including the review and processing of construction permits, zoning permit applications and zoning violations. Position also includes typing, data entry, creating spreadsheets, organizing department files, dealing with general public and contractors at customer service counter and via telephone.

DUTIES/RESPONSIBILITIES:

Answers telephone, greets public and provides routine information/customer service; schedules inspections; assists customers with routine information/customer service; schedules inspections; assists customers with general administrative and procedural information concerning development and permit applications & checks permits for completeness and accuracy; issues and receipts permit applications, processes daily deposit & computes construction permit fees when coordinator is not available; maintains department filing system, purges files, and reviews tax searches for tax collector's office; Mails out printed and signed construction permits & notices of violations per inspectors to appropriate parties; enters permit data into computer system, prepares Certificates of Approval, Certificates of Occupancy, and Certificates of Continued Occupancy for issuance as required; maintains logs as required; takes complaints and refers to appropriate authorities; assists inspectors with retrieval of files; assists Community Development Coordinator with duties relative to various functions of the department; performs clerical functions for the department (i.e., types letters, minutes) as directed; assists other personnel when necessary; performs related duties as required.

POSITION QUALIFICATIONS:

HS grad/equiv. with some college work preferred. Minimum 2 years' experience in clerical environment required with previous experience in municipal environment preferred. Possess Technical Assistant Certification or must obtain within one year.

SPECIALIZED SKILLS/KNOWLEDGE:

Excellent communication/customer service skills. Must have computer skills and be proficient in Microsoft Word and Excel. General knowledge of common terminology associated with the construction industry; General knowledge of applicable building codes and related statutes and ordinances.

Forward resume to hr@evesham-nj.gov by Friday, March 9, 2018.