



## TOWNSHIP OF EVESHAM JOB OPPORTUNITY

**TITLE:** ASSISTANT PERMIT COORDINATOR (Technical Assistant) – Front Desk  
(FULL-TIME)

**DEPARTMENT:** COMMUNITY DEVELOPMENT

**SALARY:** \$21.00+ per hour (Depending on Qualifications)

**SCHEDULE:** MONDAY – FRIDAY (8:30 a.m. to 4:30 p.m.)

Summer Schedule: Monday –Thursday 8:00 a.m. – 5:30 p.m.  
Memorial Day to Labor Day

**BENEFITS:** Paid Personal, Sick, Vacation Days in addition to paid Holidays  
Medical/Rx, Dental; Enrollment in State of NJ Pension System  
Voluntary Benefits also available

**POSITION SUMMARY:** Assists the Construction Official and in the following list of duties: First point of contact to answer telephone and walk in customers to greet and assists customers/contractors with submitting permit applications; Inspection scheduling; Assist inspectors with retrieval of files; Download SDL portal permit application; File inspection technicals; Enter permit applications in computer and give to inspectors for review; Issue and receipt permit applications; Process answer to denials and forward to inspectors for review; Process incoming mail; Mail out signed copy of paid construction permits; Issue certificate of approvals (when needed). Send out follow-up inspection letters on open permits; assists in Open Public Record Act and Violations (as needed).

**POSITION QUALIFICATIONS:** HS grad/equiv.; excellent communication/customer service skills. *Min. 2 years' experience in a construction office.* Proficiency in Microsoft Office and general office skills to include typing, phone skills and filing. Must have a command of business English, spelling and math.

**SPECIALIZED SKILLS/KNOWLEDGE:** NJ Department of Community Affairs Technical Assistant License or ability to obtain within 12-months of employment.

Direct resume and/or Employment Application (which may be downloaded at <https://evesham-nj.org/government/forms/human-resources>) to:

Township of Evesham  
Attn: Human Resources  
984 Tuckerton Road, Marlton, NJ 08053

or Email: [hr@evesham-nj.gov](mailto:hr@evesham-nj.gov)

*Evesham Township is an Equal Opportunity Employer*

