

PART-TIME ADMINISTRATIVE ASSISTANT FOR CONSTRUCTION OFFICE

The Township of East Hanover is seeking an experienced and highly motivated office professional with excellent communications and customer service skills to work in our Construction Office. The candidate should possess at least 5 years experience working in a professional office atmosphere and be willing to work on a part-time hourly basis (approx. 20-25 hrs. p/week no benefits). Must be reliable, detail oriented and organized, capable of handling multiple tasks. Occasional attendance at Land Use Board Meetings on certain evenings may be required.

This position requires decision making and good organization skills including technology/typing/ and filing skills as a regular and essential part of the job. Entails varied work requiring ability to make unsupervised determinations. Obtaining knowledge of departmental operations and technical terms is necessary. Duties require professional and courteous interaction with the public and other outside agencies.

Additional duties and direction may be assigned by Construction Official, Township Consulting Engineer, and/or Technical Assistant to the Construction Official (T.A.C.O.) and/or Township Administrator with said duties to include but not be limited to the following:

Duties

Create and maintain all required files for Construction Office and assist the Technical Assistant to the Construction Official (T.A.C.O.). Provide orderly and accurate records of permit applications, correspondence and receipts of checks/cash received. Answer telephones, answer general questions for Construction Department for any and all inquiries made by public including residents, businesses, contractors, etc.

Process forms and reports and assist the T.A.C.O. with patrons at the counter, prepare check deposits, keep cashbook updated, schedule inspections as necessary, enter inspection results into computer system, prepare certificate of approvals & occupancies and copy and mail certificates accordingly. Schedule certificate of compliance inspections and file all permits and maintain files in proper order. Compose letters as necessary and process routine correspondence including open public records act requests accordingly. Prepare monthly reports on all deposits/fees collected and any other reports deemed necessary.

Work together with Land Use Board Administrative Assistants whenever possible.

Process information, forms and reports which may be of a confidential nature and which requires general knowledge of municipal land use laws and some of the technical aspects of departmental operations.

Handle assigned correspondence, composes letters as directed, or routine correspondence including open public records act requests.

Check for accuracy and completeness of records, forms, documents and attachments according to requirements of NJ State statutes, the East Hanover Construction Office and whatever is assigned by Construction Official and T.A.C.O. Enters, files, and classifies technical information into records by hand, computer and typing; determines classifications according to specific criteria's/ extracts information for summaries and reports as directed.

Occasionally may be required to attend Land Use Planning Board Meetings (evening meetings) and/or attend all Development Review Committee meetings.

Process and deposit all moneys collected for all the various permits required including but not limited to application fees, driveway, grading, road opening, soil moving, certificate of compliance, property owners lists, promotional/outdoor permits etc.

Prepare monthly reports on all moneys collected.

Please respond by mail or e-mail with a résumé detailing your work experience and Accomplishments, a cover letter indicating why you think you are suitable for the position, a listing of professional references, and your compensation history for the last five years, detailed and specific compensation requirements to accept the position, and any other accompanying information you choose to:

Interested parties should send credentials to:

**The Township of East Hanover, 411 Ridgedale Avenue, East Hanover, NJ 07936.
Attention: Township Administrator, Joseph Tempesta or e-mail to
administrator@easthanovertownship.com.**