

**FULL-TIME ADMINISTRATIVE ASSISTANT
FOR PUBLIC WORKS/PUBLIC UTILITIES DEPARTMENTS**

The Township of East Hanover is seeking an experienced office professional with excellent communications and customer service skills to work in our Public Works/Public Utilities Office. The candidate should possess at least 3 years' experience working in a professional office atmosphere and be willing to work full-time Monday through Friday. Must be dependable, detail oriented and organized, capable of handling multiple tasks.

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 Municipal, County, State and Federal agencies/departments. Additional duties and direction as may be assigned by the Superintendents of Public Works and Public Utilities.

General Duties

Create and maintain all required files for the Public Works/Public Utilities Office and assist the Superintendents of Public Works and Utilities as needed. Provide orderly and accurate records of correspondence and receipts of checks/cash received. Answer telephones, answer questions for the Public Works/Public Utilities Department for all inquiries made by the public including residents, businesses, contractors, etc.

Process forms and reports and assist Superintendents of Public Works and Utilities with customers (businesses, residents, other agencies/departments), prepare check deposits, keep cashbook updated, schedule appointments as necessary, compose letters as necessary and process routine correspondence including open public records act requests accordingly. Prepare monthly reports and any other reports deemed necessary. Check for accuracy and completeness of records, forms, documents, and attachments according to requirements of NJ State statutes. Enter, file, and classify technical information into records utilizing technology and if necessary manual filing.

Please respond by 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 three years, detailed and specific compensation requirements to accept the position, and any other accompanying information you choose.

Interested parties should email credentials to:

marcm@easthanovertownship.com. or eds@easthanovertownship.com

**Township of East Hanover, 8 Melanie Lane, East Hanover, NJ 07936.
Attention: Supt. Public Works/Public Utilities.**