

JOB DESCRIPTION

JOB TITLE: Construction Certified Technical Assistant/Code Office Clerk

DEPARTMENT: Code Enforcement/Construction

REPORTING TO: Code Enforcement Department Head, Borough Administrator

JOB PURPOSE: To undertake scheduling and processing responsibilities for all construction, rental housing and zoning applications. To complete reports for Code Officials.

JOB REQUIREMENTS: High School Diploma, Technical Assistant Certification*; Computer proficiency (Word, Excel); Edmunds knowledge preferred.

APPLICATIONS DUE: October 15' 2020; interviews will start shortly thereafter

WORK START DATE: November 1, 2020

MAIN DUTIES AND RESPONSIBILITIES

- 1.) The review of all permit and rental registration applications, ensuring that all properties are current in their assessments before accepting the application.
- 2.) The processing, pricing and issuance of all construction permits via the State of New Jersey DCA computer program. This responsibility requires a Technical Assistant License, issued by the State of New Jersey after the successful completion of the required courses.
- 3.) Collection and processing of all payments related to construction, rental housing and zoning applications. Making sure the proper accounts are credited on the receipt for borough accounting purposes.
- 4.) Monthly report tallies issued to department head and borough administrator documenting office statistics.
- 5.) Monthly reports emailed to State of New Jersey DCA and quarterly requisition reports to State of New Jersey DCA detailing fees collected.
- 6.) Scheduling of all construction, CO and annual rental inspections.
- 7.) Answer phones and deal with all walk-in public contact as it relates to the office. This responsibility is continuous throughout the workday.

KEY WORKING RELATIONSHIPS

The postholder works under the direct supervision of the department head but must also maintain a positive working relationship with the inspectors of each construction discipline. The postholder also schedules housing inspections and must maintain a positive working relationship with the housing inspector.

HOURS OF WORK

The postholder works Monday through Friday from 08:30am until 4pm. This position is a union position and is governed by both Borough employee guidelines and the CBA in place.

***TECHNICAL ASSISTANT CERTIFICATION** – If you are not currently certified and are interested in this position – there are several classes for the Technical Assistant certification. Reimbursement for the successful candidate may be possible through the Borough. Other candidates may seek reimbursement through the Department of Community Affairs.