

TECHNICAL ASSISTANT (FT) – BOROUGH OF PAULSBORO

The Borough of Paulsboro is hiring one full time Certified Technical Assistant to the Construction Official to provide assistance in the issuance of construction permits to ensure compliance with the provisions of the NJ Uniform Construction Code and model codes; and other related duties. Other job duties include but are not limited to answering phones; coordinating schedules; completing reports, and general office work. Must be computer proficient. Edmunds knowledge a plus. A complete job description is available at www.paulsboronj.org. Applications must be submitted online through email to Administrator Susan Jacobucci at sjacobucci@paulsboronj.org and shall include a resume and cover letter. Start Date: March 20, 2023. If you do not have a Technical Assistant Certification, go on the DCA website to find classes. Reimbursement may be possible. Application Deadline: March 8, 2023.

Paulsboro is an Equal Opportunity Employer.