



EMPLOYMENT OPPORTUNITY
TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL (T.A.C.O.), *PART TIME*

- Provides technical assistance in the issuance of permits for construction in order to assure compliance with the provisions of the New Jersey Uniform Construction Code; does related work as required.
- Reviews applications for construction permits to ensure all necessary information and documents are included, and requests additional documenting information as instructed by the appropriate sub-code or Construction Official.
- Issues permits and certificates after approval and authorization have been granted by the appropriate sub-code or construction official.
- Assists the general public by providing information concerning the requirements and standards in effect as they relate to the Construction Codes.
- Performs routine fee calculations from the fee schedule for permits to be issued, collects fees and penalties and issues receipts accordingly.
- Gathers information in order to answer inquiries on requirements and specifications as they relate to the issuance of permits.
- Prepares reports, narratives and correspondence.
- Maintains necessary records and files.

DESIRED MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE

- Graduation from a high school or GED equivalent.
- One year of experience in clerical and administrative office environment.
- Experience as a T.A.C.O. *preferred*

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Some knowledge of clerical responsibilities as they relate to the activity of an enforcement office.
- Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
- Ability to establish and maintain cooperative working relationships with local and state government officials, staff members and the public.
- Ability to plan, organize, and coordinate the activities of diversified units.
- To organize assigned work and develop effective work methods.
- To prepare clean, concise, accurate and informative reports.

OTHER

- Not to exceed 29 hours weekly
- No benefits

Interested and qualified individuals may apply in person, or send resume and cover letter to:

Mary Canesi, Municipal Clerk
1600 Shore Road
Northfield, NJ 08225

The City of Northfield is an equal opportunity employer