

JOB OPENING

TOWNSHIP OF WYCKOFF

JOB DESCRIPTION: FIELD INSPECTOR

OFFICE: TAX ASSESSOR

**Part-Time: Up to 25 hours per week; scheduled Mondays,
Wednesdays and Fridays,
9:00 am – 4:30 pm and/or
Tuesday evenings, 6:00 pm – 8:00 pm.**

**Salary Range: \$13.25 to \$18.00 per hour based on
experience and qualifications.**

JOB SUMMARY

The Township of Wyckoff is seeking a motivated self-starter to perform tasks relative to accurate inspection, observation and measuring of structures for the purpose of assessment, including kitchens, bathrooms, finished basements, etc. Regular office duties include filing and answering calls. Requires excellent communication skills and the ability to interact with the public in a courteous and professional manner. Background check required. Valid Driver's License, as well as registered and insured personal vehicle required. Mileage reimbursement provided.

INTERESTED PARTIES SHOULD SUBMIT COVER LETTER & CURRENT RESUME TO:

**Robert J. Shannon
Township Administrator
Wyckoff Town Hall
340 Franklin Avenue, Room #106
Wyckoff, New Jersey 07481
Fax to 201-891-9359 or email to wyckoffwebteam@wyckoff-nj.com**