

# **JOB OPENING**

## **TOWNSHIP OF WYCKOFF**

**JOB DESCRIPTION:** BUILDING DEPARTMENT SECRETARY / TECHNICAL ASSISTANT

**OFFICE:** UNIFORM CONSTRUCTION CODE OFFICE

Full -Time: Monday – Friday, 9:00 am – 4:30 pm

Tuesday evenings, 6:00 pm – 8:00 pm

Salary Range: \$30,000 to \$33,000 based on experience and qualifications.

### **JOB SUMMARY:**

The Township of Wyckoff is seeking a motivated self-starter to work in a very busy Code Enforcement Office. Must have the ability and skill to multi-task and organize multiple responsibilities simultaneously which include; receive permit applications, log construction permits, distribute to sub-code officials for review, enter data into computer programs, schedule inspections, respond to applicants' questions, and verify prior approvals utilizing a web-based permitting process. Effective communication skills including high-level proficiency in Word and Excel and the ability to interact with the public in a courteous and professional manner required. Must also possess superior organizational and follow through skills.

### **IF INTERESTED, PLEASE SUBMIT COVER LETTER & CURRENT RESUME TO:**

Robert J. Shannon, Jr.

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](mailto:wyckoffwebteam@wyckoff-nj.com)