

TOWNSHIP OF EVESHAM

JOB OPPORTUNITY

TITLE: TECHNICAL ASSISTANT (Full-Time)

DEPARTMENT: COMMUNITY DEVELOPMENT

SALARY: Minimum - \$19.00 per hour

SCHEDULE: MONDAY – FRIDAY (8:30 a.m. to 4:30 p.m.)
Flexibility with schedule as necessary

POSITION SUMMARY:

Assists Construction Official in performing the following: first point of contact for communication via phone and walk-in customers/contractors; inspection scheduling; assisting inspectors with all aspects and phases of permit applications and permits; processing incoming mail; responsible for daily bank deposit; assists with maintaining plans/incoming projects; assists with OPRA requests as needed. The aforementioned are a summary, not a complete description, of the duties and responsibilities of the position.

POSITION QUALIFICATIONS:

HS grad/equiv.; excellent communication/customer service skills. Proficiency in Microsoft Office and general office skills to include typing, phone skills, and filing. Must have a command of business English, spelling, and math. Must have a minimum 2 years' experience in a municipal environment assisting the Permit Coordinator.

SPECIALIZED SKILLS/KNOWLEDGE:

DCA Certification preferred or must obtain within 6 months of employment. Experience with Spatial Data Logic a plus.

Direct resume and/or Employment Application to:

hr@evesham-nj.gov or

**Township of Evesham
Human Resources
984 Tuckerton Road
Marlton, NJ 08053**

EOE

Employment Applications may be obtained in the HR Office or downloaded from our website:

<https://evesham-nj.org/government/forms/human-resources>