

# JOB OPENING

## TECHNICAL ASSISTANT – FULL TIME

### CONSTRUCTION CODE OFFICE

Warren Township, Somerset County, NJ, seeking an experienced and organized individual with excellent customer service background, computer and interpersonal skills, to ensure compliance with administrative and clerical operations of the Construction Code office. Duties include permit issuance, report writing, bookkeeping and ensuring that all administrative elements of the Construction Code office operate smoothly. Experience with Spatial Data Logic (SDL) software preferred. For full job description go to: <https://warrennj.org/resources/employment/> {Ctrl + Click}

**Possession of NJDCA certification as a Technical Assistant** is preferred but must obtain certificate within 1 year of hire. Minimum of 2 years in a Construction Code office or related experience.

Salary range \$50,000 to \$57,000; Full Benefit package provided; 35 hours per week. Apply in person to Human Resources, 2<sup>nd</sup> floor, Warren Town Hall, 46 Mountain Blvd., Warren, NJ 07059 or email resume to: [lsullivan@warrennj.org](mailto:lsullivan@warrennj.org)

The Township reserves the right to interview qualified candidates prior to the deadline. The Township of Warren is an Equal Opportunity Employer. Deadline to apply is September 10, 2019.

**POSTED: August 23, 2019**

Warren Town Hall  
NJ League of Municipalities Website  
NJ Building Association  
NJ Assoc. of Technical Assistants  
MUNCO