

## **Technical Assistant to the Construction Official (P/T)**

Delaware Township is seeking a P/T **Certified** Technical Assistant. Duties as outlined by the Uniform Construction Code, including providing office support, processing and assisting in the issuance of permits as well as data entry (experience with Mitchell –Humphrey system a plus), processing of payments, scheduling of inspections and general clerical work. Experience of 3 years preferred. Salary range \$18.00 to \$25.00/hr to staff daytime office hours M-W-F not to exceed 25 hours per week. . EOE Deadline: January 3, 2017. Please submit resume, copies of certifications, and salary history to: Delaware Township Attn: Jodi McKinney, P.O. Box 500 Sergeantsville, NJ 08557