

***JOB OPPORTUNITY***

***DATE:*** December 15, 2020

***TITLE:*** Clerk – Part Time

***DEPARTMENT:*** Department ofConstruction

***RESPONSIBILITIES:***

* + Reviews applications for construction permits to ensure all necessary information and documents are included and requests additional information as instructed or directed by the appropriate Sub-Code or Construction Official
	+ Schedules inspections proceedings; may process requests for scheduling changes.
	+ Must work effectively with members of the public as well as associates.
	+ Must be knowledgeable in Microsoft Office and have ability to compose correspondence and create/maintain spreadsheets.
	+ Must have strong writing skills.

***Submit job application or resume to:***

***Voorhees Township***

***Human Resources***

***2400 Voorhees Town Center***

***Voorhees, NJ 08043***

**Fax (856) 429-3766 applicant@voorheesnj.com**