



## ***JOB OPPORTUNITY***

***TITLE:*** Clerk – Part Time

***DEPARTMENT:*** Department of Construction

***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, Email: [applicant@voorheesn.com](mailto:applicant@voorheesn.com)**