



JOB OPPORTUNITY

DATE: March 7, 2024

TITLE: Full-Time Clerk

DEPARTMENT: Building Department

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.
- Issues construction permits after approval and authorization have been granted by the appropriate Sub-Code official.
- Aids the general public by providing information of a technical nature concerning the requirements and standards relating to the Uniform Construction Code.
- Calculates routine fees, collects fees and penalties as directed by Sub-Code and/or Construction Official and issues receipts.
- Schedules inspections proceedings; may process requests for scheduling changes.
- Must work effectively with members of the public, professionals as well as associates.
- Prior Building Department experience and/or TACO Certification preferred.
- Must be knowledgeable in Microsoft Office and have ability to compose correspondence and create/maintain spreadsheets.
- Must have strong writing skills.

Submit resume and letter of interest by March 29, 2024 to

Kathleen Green, Director of Human Resources
applicant@voorheesnj.com

or

Complete a job application that can be found at
www.voorheesnj.com