

**TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL - FT – BEACHWOOD**

Seeing Full-Time Technical Assistant to the Construction Official; certification preferred.

Responsibilities include reviewing building department applications for completeness, processing construction permits and applicable fees, scheduling inspections and other office duties as it relates to the NJ UCC in addition to back up to the Zoning & Code Enforcement Secretary. Excellent customer service skills are required as work includes extensive interaction with the public.

Proficiency with MS Word, Excel and Spatial Data Logic experience preferred. Salary DOQ. Submit cover letter & resume to: Municipal Clerk, Sue Minock at [sminock@beachwoodusa.com](mailto:sminock@beachwoodusa.com). EOE. The Borough reserves the right to interview and/or select a candidate prior to the closing of this ad.