



TOWNSHIP OF CHATHAM

58 Meyersville Road
Chatham, New Jersey 07928
www.chathamtownship.org

JOB NOTICE

Administrative Assistant/Technical Assistant to the Construction Official

The Township of Chatham is hiring one part-time Administrative Assistant/Technical Assistant to the Construction Official (TACO) in the Land Use Department. Under the administrative direction of the Construction Official, the Technical Assistant facilitates the issuance of construction permits to ensure compliance with the provisions of the New Jersey Uniform Construction Code and model codes; does other related duties. The Land Use Department also handles Zoning/Property Maintenance, Fire Prevention, Lot Grading, and Tree Removal Permits. The Administrative Assistant will be assigned duties related to these matters. The opportunity for this to become a full-time position is a future possibility.

The salary range for this position is \$40,000 - \$66,000 annually. A complete job specification is attached. Applicants must submit the complete application available at www.chathamtownship.org, along with a resume and cover letter (must include salary requirement), to jobs@chathamtownship.org. No e-mail or telephone inquiries. Chatham is an Equal Opportunity Employer.