



TOWNSHIP OF CHATHAM

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

JOB NOTICE **Administrative Assistant**

The Township of Chatham is hiring one Administrative Assistant in the Land Development Department. The Administrative Assistant facilitates the processing of various applications and issuance of various permits, including but not limited to Tree Removal Applications, Lot Grading and Fire Safety Permits to ensure compliance with the provisions of state and local laws; does other related duties. The Land Development Department handles Construction, Zoning/Property Maintenance, Fire Prevention, Lot Grading, and Tree Removal Permits. The Administrative Assistant will be assigned duties related to these matters.

This is a part-time position requiring 15 to 20 hours per week. The hourly wage for this role is \$20 - \$35 dollars, dependent on previous experience. There is an opportunity for this to become a full-time position in the future. 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.