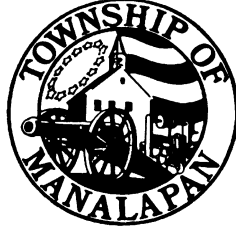


Township of Manalapan

ADMINISTRATION

120 Route 522 • Manalapan, NJ 07726 • 732-446-8308 • Fax 732-446-9615

Website: www.mtnj.org



Mayor
MARY ANN MUSICH

Deputy Mayor
JACK MCNABOE

Township Committee
SUSAN COHEN
BARRY JACOBSON
ERIC NELSON

Business Administrator
TARA L. LOVRICH

POSITION VACANCY

POSITION: Clerk Typist- Code Enforcement Office/Planning Zoning Office

SALARY: \$31,500- AFSCME Union

HOURS: Monday thru Friday - 8:30 am - 4:30 pm

QUALIFICATIONS

Must have data entry experience and be proficient in Microsoft Office applications. Must have ability to multi-task in a busy office environment. Must be customer service friendly. Must have a valid NJ Drivers License.

RESPONSIBILITIES

Seeking a qualified candidate to work in the Code Enforcement Office/Planning Zoning Office. Typical duties include but are not limited to: performance of Zoning and Code Enforcement inspections; issuance of and follow up on associated notices of violation; intake, review and processing of Zoning Permit applications; and other duties relative to Code Enforcement and Zoning. Candidates should be able to communicate well with the Public and coworkers and possess computer skills. The ideal candidate would possess strong public service, verbal & written communication, and organizational skills. Code Enforcement experience and/or Zoning experience preferred, but not required. The successful candidate will also assist with all other aspects of the workload within the Department related to Planning and Zoning.

If interested, please contact Tara Lovrich in the Administration Office at info@mtnj.org