

READINGTON TOWNSHIP – Technical Assistant - immediate opening for a full-time or part-time Technical Assistant to the Construction Official. The candidate must be responsible, detail oriented individual capable of multi-tasking and must have strong customer service skills. Duties will include providing office support in receiving, processing and assisting in the issuance of construction permits in accordance with UCC regulations. Scheduling inspections, handling department OPRA requests, collecting permit fees, computer data entry and general clerical responsibilities. Experience with Spatial Data Logic (SDL) strongly preferred but not required. Excellent knowledge of MS Word and Excel required. Readington reserves the right to interview and hire prior to the deadline. Please send cover letter, resume and salary requirements to admin_dm@readingtontwp-nj.org no later than June 21, 2024.