

Employment Opportunity- West Windsor Township- Secretary 1- Construction

West Windsor Township seeks a FT candidate responsible for answering Code Enforcement telephones; interacting with applicants and office personnel; assisting applicants with UCC Code requirements; updating database with new applications, permits, certificates, inspections; collecting violations, inspections, sewer lateral fees; creating documents in MS Word; maintaining department files; able to professionally manage stressful situations. High School diploma or equivalent plus 2 year's secretarial/clerical experience; excellent customer service skills; MS Office Suite; detail oriented; strong follow up skills.

Please send cover letter, employment application, resume to:

Email: HR@WestWindsorTwp.com or West Windsor Township, Human Resources, PO Box 38, West Windsor, NJ 08550. SUBJ: Secretary 1- Construction

Deadline: Until Filled. No phone calls, please. EOE/AA.