

## **Employment Opportunity- West Windsor Township- Secretary II-Land Use**

West Windsor Township is seeking a Full time Secretary II- Land Use. The Secretary will be responsible for greeting visitors and handling in-coming calls and emails for the Land Use Division; assisting the public with Land Use Code requirements; collecting division fees; providing secretarial support for the division; performing Zoning Board of Adjustment secretarial related duties as required. Qualifications: Strong document preparation skills and competency using Microsoft Office Suite, Word and Excel. High school diploma or equivalent; minimum three years' secretarial experience or equivalent college; three years of experience in local zoning and/or land use matters, preferred.

Please send cover letter, employment application, resume to:

West Windsor Township, Attn. Human Resources, P.O. Box 38, West Windsor, NJ 08550, or e-mail to: [HR@WestWindsorTwp.com](mailto:HR@WestWindsorTwp.com) Subj.: Secretary II-Land Use. No phone calls please. EOE/AA.