



Human Resources
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VACANCY NOTICE

Department: Building

Post Date: July 27, 2017

Position: Secretary

Deadline: August 13, 2017

Salary Range: \$36,122 - \$47,821

Description: Requires an energetic, enthusiastic person who can demonstrate sound judgment and deal with a diverse public. Good organizational skills, accurate attention to detail, PC experience a must with skills in Microsoft Office a must (Word, Excel, and Access.) This is a full-time position with benefits.

Tasks: Typing, filing, phone & counter work. Calls all applicants with permit fees and accurately collects those fees. Handle assigned duties responsibly and timely. Pulls all sub-code cards for Building, Plumbing, Electric and Fire Inspectors daily inspections. Enter residential applications in a timely manner in addition to checking the applications for correct documents and prior approvals from other departments. File inspection cards in open files for inspected locations, pull completed files, issue Certificates of Approval, mail and file all closed files. Send reminder letters for expired Temporary Certificate of Occupancy, collect fees and issue renewal certificates. On non-compliance situations, must issue notice of violation.

Skills Required: Prioritize work load. Effectively and politely communicate with homeowners and contractors, on the phone and at the counter, the permit process and the issuance of a permit inspections required. Ability to accurately schedule and coordinate inspections for the sub-code officials. Ability to take messages, making sure to get accurate and detailed information. Ability to think and act with minimal instruction and assume responsibility of immediate position. Must be a team player who is supportive to the department.

Experience in customer service required.

Application available online at <http://www.princetonnj.gov/employment.html>

EOE - M/F/V/H

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