

Land Use Board Secretary/Clerical Assistant for Zoning Officer – Blirstown Township, Warren County

Part-time position – 15 hours per week – Monday - Friday Responsibilities include, but not limited to, preparation of agendas and minutes, attendance at regular Land Use Meetings (once per month), processing applications, maintaining escrow accounts, and handling of all Land Use related correspondence. Various clerical duties for the Zoning Officer as needed. Front office coverage as needed. Previous Land Use Board Secretary experience preferred. Interested applicants should submit an application and resume. Applications are available online at www.blirstowntownship.org, or during normal business hours, Monday to Friday, 8:00 a.m. to 4:00 p.m. at the Blirstown Municipal Building. Completed applications may be mailed or delivered to Township of Blirstown, Municipal Clerk, 106 Route 94, Blirstown, NJ or email to clerk@blirstowntwp-nj.com no later than 4:00 pm on Friday, June 1, 2018.