

Borough of Pitman Construction/Housing Office PT

Clerk to provide office support in receiving, processing, and assisting in issuing construction permits. Duties include extensive interaction with residents, contractors, and other municipal departments. Other duties include data entry, collecting payments, Certificates of Occupancy/Approvals, scheduling inspections, and general clerical work. Familiarity or experience with the Uniform Construction Code procedures is desirable. Applicants must be able to pass a pre-employment physical and drug screening. Interested applicants may apply at Borough Hall, or send resume and letter of interest to Judy O'Donnell, Borough Administrator, 110 S. Broadway, Pitman, NJ 08071 by Monday, May 20, 2019.