

TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL—

BERNARDSVILLE BOROUGH is seeking a full-time NJ DCA Certified Technical Assistant, with at least three years' experience, to process construction permits to ensure compliance with NJ Uniform Construction Code, handle department OPRA requests, schedule inspections, collect permit fees, data entry and records maintenance, and coordinate with municipal, county and state offices. Knowledge of pertinent NJ UCC provisions. Strong computer skills and knowledge of SDL software, MS Word and Excel. Frequent public interaction. Requires excellent customer service, communication and organizational skills. Salary Range: \$55,000 to \$65,000 doq; send resume and references to: Nancy Malool, Borough Administrator, via e-mail – [nmalool@bernardsville.gov](mailto:nmalool@bernardsville.gov). The Borough is an EOE and reserves the right to interview and hire qualified candidates prior to advertisement end date.