

**TITLE: CERTIFIED TECHNICAL ASSISTANT**

**JOB SPECIFICATION Last update October 29, 2018**

**Department: Community Development**

**Union: AFSCME**

**40 hours per week**

The position description and examples of work are for illustrative purposes only. A particular position using this title may not perform all duties listed in the job specification. Conversely, all duties performed on the job may not be listed.

**Position Description:**

This position reports to the Director of Community Development.

Strong customer service and computer skills are required.

Must maintain records and files, and process OPRA requests.

Answer phones and emails and performs regular office duties.

Reviews applications for construction permits to ensure all necessary information and documents are included and requests additional information as directed by the appropriate Sub-Code Official or Construction Official.

Issues construction permits, notices and certificates after approval has been granted by the Construction Official.

Calculates and collects fees and penalties as directed by the Construction Code Official.

Maintains records of construction permit and certificate fees for all regulated construction activity.

Maintains reports, monitors plan review deadlines, and prepares correspondences.

Aids the public by providing information of a technical nature concerning the requirements and processes relating to the Uniform Construction Code and other Borough ordinances relative to the Department's responsibilities.

Schedules inspections and maintains inspection logs.

**Position Qualifications:**

Candidates for this position must hold a certification as a Technical Assistant to the Construction Official issued by NJDCA or willingness to obtain within 1 year.

Candidates must have two (2) years of experience in a construction/building department.

Ability to read, write, understand and communicate in English sufficiently to perform the duties of the position. Bilingual in Spanish a plus.

**Knowledge and abilities:**

Familiarity with Microsoft Word and Outlook.

Familiarity with Spatial Data Logic or ability and willingness to learn.

The working hours are 8:30 a.m. to 4:30 p.m.