



# THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807  
908/725-6300 / FAX # 908/725-3365

## INTERNAL JOB POSTING

<b>POSITION:</b>	Technical Assistant/Receptionist
<b>POSTING DATE:</b>	12/29/2021
<b>CLOSING DATE:</b>	1/14/2022 @ 5:00 pm (Eastern)
<b>JOB TYPE:</b>	Full-Time
<b>REPORTS TO:</b>	Project Manager, Department of Municipal Services
<b>UNION AFFILIATION:</b>	BMEA
<b>SALARY GRADE &amp; RANGE:</b>	Grade H, Minimum \$44,713.52/ Maximum \$73,082.03

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## RESPONSIBILITIES AND DUTIES

Under the supervision of the Project Manager, Department of Municipal Services, provides a variety of services for the general public in one or more functional areas requiring knowledge or experience with model codes, rules, principles and practices. Issues permits and certificates after approval and authorization; reviews routing fee calculations for permits; collects fees and penalties and issues receipts accordingly, and maintains necessary records and files. Prepares and maintains reports, narratives, records and files for Fire Official and, reviews plans and permit applications for completeness before submittal to Fire Official for final approval. Prepares daily and monthly transmittal reports and reconciles with the Finance Department. Prepares quarterly reports for the State, statements for the State DCA fees and vouchers for monthly reports; responsible for maintaining 200 elevator records for semi-annual inspection report for status, billing and payment. Orders all UCC forms, prepares documentation for monthly reports (SRVSA) and assists in preparation of budget. Serves as the primary receptionist for general public entering the administrative offices of the Municipal Building. Performs other duties as assigned.

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## QUALIFICATIONS

1. 6 months of work experience involving the processing, reviewing and issuing of construction permits, (completion of a certified/approved subcode or construction official course may be substituted for one year of experience)
  2. One (1) year of experience in an office/administrative/clerical setting.
  3. Ability to establish and maintain effective working relationships with internal and external customers
  4. Possess, or take courses to allow incumbent to possess within the first year of employment, thorough knowledge of the administrative provisions of the NJ Uniform Construction Code.
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## SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
  - **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.
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## HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at [https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application\\_2019.11.20.pdf](https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf).

To apply, submit a resume and fully completed and signed employment application to [personnel@bridgewaternj.gov](mailto:personnel@bridgewaternj.gov), **no later than 5:00 pm on 1/14/2021**. Please put "Technical Assistant" in the subject line of the email.

**AN EQUAL OPPORTUNITY EMPLOYER**