



THE TOWNSHIP OF BRIDGEWATER

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

JOB POSTING

POSITION: Technical Assistant Trainee
POSTING DATE: 9/29/2022
CLOSING DATE: 10/7/2022 @ 5:00 pm (Eastern)
JOB TYPE: Full-Time
REPORTS TO: Senior Technical Assistant
UNION AFFILIATION: non-Union
SALARY GRADE & RANGE: Grade E, Minimum \$34,171.77/ Maximum \$54,436.77

RESPONSIBILITIES AND DUTIES

Under the supervision of the Senior Technical Assistant, Department of Municipal Services, trains to provide 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. Learns the following processes: permit and certificate issuance after approval and authorization; reviewing routing fee calculations for permits; collecting fees and penalties and issues receipts accordingly, and maintaining necessary records and files. Trains to independently prepare and maintain reports, narratives, records and files for Code Enforcement, as well as to review plans and permit applications for completeness before submittal to Code Enforcement for final approval. Assists with ordering UCC forms, helps in the preparation of documentation for monthly reports and assists in preparation of budget. Supports the primary receptionist with general public entering the administrative offices of the Municipal Building. Performs other duties as assigned.

QUALIFICATIONS

1. One (1) year of experience in an office/administrative/clerical setting.
 2. Ability to establish and maintain effective working relationships with internal and external customers
 3. Willing to take courses to allow incumbent to possess within the first 2 years 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>.

To apply, submit a resume and fully completed and signed employment application to personnel@bridgewaternj.gov, no later than 5:00 pm on 10/7/2022. Please put "Technical Assistant Trainee" in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER