

**BOROUGH OF SOUTH RIVER
MIDDLESEX COUNTY
NEW JERSEY
08882-1247**



January 29, 2021

Applications are now being accepted for the following position:

ADMINISTRATIVE ASSISTANT:

This position is responsible for all operations in performing the duties of that position and is responsible for the following items:

- a. Communicates with Department Heads and assists if necessary.
- b. Receives and reviews Planning and Zoning Board applications.
- c. Assists the Borough Clerk in reviewing and issuing various licenses, applications, and OPRA requests.
- d. Assists in voter registration.
- e. Assists Technical assistant to the Construction Official when necessary.
- f. Responsible for attending Planning and Zoning Board & Technical Review Committee meetings (2 nights monthly) and preparing agendas and maintaining minutes of same.

SOURCES OF AUTHORITY:

Administrator, Borough Clerk, Construction Official, Zoning Official

QUALIFICATIONS:

1. The administrative assistant shall possess the following requirements:
 - (a) High school diploma or equivalent
 - (b) One year experience in clerical work

- (c) Ability to comprehend and analyze problems, establish, and maintain working relationships with department representatives.
- (d) Maintain adequate records for the Planning and Zoning Boards
- (e) Ability to learn and utilize various types of electronic and or manual recording and information systems used by the Borough.
- (f) Bachelor's degree in a related field is highly desirable.
- (g) Planning and Zoning Board Secretary experience preferred
- (h) Bilingual highly preferred

DRESS CODE:

Business Professional (no jeans, shorts, t-shirts, or flip-flops)

All applications are to be in the Borough Administration Office by February 5, 2021.