

DELANCO TOWNSHIP
PART TIME CODE ENFORCEMENT AND ADMINISTRATIVE
OFFICE ASSISTANT

Delanco Township is seeking qualified candidates for a part time position to assist the Code Enforcement and Municipal Clerk offices. Individual must have strong written and spoken communication skills as well as computer and organizational skills. Must be proficient in Microsoft Office Word, Excel and Outlook and have a minimum of four (4) years of business or local government office experience. High School diploma or equivalent required. Duties include, but are not limited to, interaction with the public, answering phones, front desk, various clerical functions, licensing and any other duties as assigned. Hours of work will be Monday thru Friday 12:30PM-4:30PM. Occasional Monday evening hours may apply on an as needed basis. Starting salary DOQ.

Interested persons should submit cover letter and resume to: Attn: Municipal Clerk, 770 Coopertown Road, Delanco, NJ 08075. Resumes will not be accepted after the June 22, 2018 deadline. Applicants from the previous posting earlier this year for this position are eligible to and must apply again if interested. The township reserves the right to begin the interview and hiring process before the June 22, 2018 deadline. E.O.E./A.D.A.