




# Township of Egg Harbor

3515 BARGAINTOWN ROAD, EGG HARBOR TOWNSHIP, NJ 08234-8321

**TO: ALL DEPARTMENTS AND BULLETIN BOARDS**

**FROM:** Pat Naticchione, Construction Official 

**DATE:** July 3, 2017

**RE: POSTING NOTICE, Part Time Zoning Assistant (Division of Inspections)**

**Date of Posting: July 3, 2017**

**Date of Closure: July 14, 2017**

**Position Description**

Responsible to assist the Zoning Official with reviewing, investigating and acting on zoning complaints and applications, including but not limited to field inspections and court appearances. Ability to interpret the Land Development Ordinance, more specifically chapter 225-Zoning. Assist public in person and on the phone. Must review and approve or disapprove zoning permits. Willing to perform any additional duties assigned.

**Position Requirements:**

Strong organization and communications skills. Prior field inspection experience preferred. Knowledge of computer programs (Microsoft Word, Excel, Money, Word Perfect, etc.). Ability to learn and use Planning and Development software programs. Ability to work well with the public and work independently. **Available to work 20 hours a week, some evenings and Saturdays will be required.**

**Application Instructions:**

All letters of interest with a resume should be submitted to Pat J. Naticchione, Construction Official on or before closing date.