



TOWNSHIP OF PLAINSBORO
NOTICE OF VACANCY

DATE OF POSTING: October 5, 2018
DEADLINE TO APPLY: October 26, 2018

TITLE: FT Administrative Assistant I (Housing)
HOURS: 8:30 am - 4:30 PM, M – F, 35 Hours/Week
SALARY RANGE: \$38,036 - \$61,391

DEPARTMENT: Code Enforcement, Housing Division
UNION REPRESENTATION: CWA

DUTIES DESCRIPTION – The Administrative Assistant performs clerical and administrative duties for the Housing Division and may assist the Building Division as needed. Assignments involve extensive customer service interaction, financial responsibilities, operation office software and interaction with staff to resolve daily issues.

Customer service includes daily interaction with the public, apartment complex managers, tenants, real estate agents, and/or law offices. The purpose for contact is to explain policies and procedures, schedule appointments for inspections, resolve complaints, and to exchange information. Contacts are made in person, on the telephone, or by email.

Essential Functions Include But Are Not Limited To:

- Processes the resale and rental Housing Certificate of Occupancy application with the required fee submitted by residents, real estate agents, and apartment complex managers; reviews the inspection application along with any other forms and/or reports that are required to ensure that all necessary information is given.
- Maintains financial records and makes daily deposits to Finance Department
- Balances a financial monthly report consisting of all accounts
- Processes all purchase order requests for housing staff; assists in departmental budget.
- Schedules inspection and re-inspection appointments and coordinates with multiple dwelling property managers.
- Performs similar or related work as required by the Department Director.

Minimum Qualifications

Education and Experience

- High School diploma or equivalent
- Minimum of one- (1) year of experience working with the public in an office environment; or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

- Must have knowledge of office practices and procedures
- Easily learn software programs and applications
- Perform math and accounting with accuracy and attention to detail
- Excellent organization and communication skills
- Interact in a professional manner with the public and provide excellent Customer Service
- Read, speak, and understand English
- Prioritize and perform multiple tasks
- Prepare reports and correspondence

Submit Cover Letter, Township Application and Resume to: humanresources@plainsboronj.com

THE TOWNSHIP OF PLAINSBORO IS AN EQUAL OPPORTUNITY EMPLOYER