

SECRETARY II-LAND USE

WEST WINDSOR TOWNSHIP

Provides secretarial support for Land Use Division staff; greets visitors and handles in-coming calls; assists the public with Land Use Code requirements; collects and processes Land Use Board applications, Zoning Permits and violations, including fees and fines; supervises the Recording Secretary to the various Land Use Boards; attends meetings and takes and distributes notes; maintains all Zoning Board files. Strong document preparation skills and competency using Microsoft Office Suite, Word and Excel. **Qualifications:** high school diploma or equivalent; minimum three years' secretarial experience; three years of experience in the application and interpretation of rules and regulations regarding local zoning and/or land use matters. **Note:** Applicants without the required experience may substitute education at an accredited college on a year-for-year basis. Letter/resume/salary history: West Windsor Twp., Attn. Human Resources, P.O. Box 38, West Windsor, NJ 08550, or e-mail to: HR@WestWindsorTwp.com **Subj.: Secretary II. Deadline: 01/31/20. No phone calls please. EOE/Affirmative Action.**