

CODE ENFORCEMENT PROPERTY MAINTENANCE CLERK P/T.

Millstone Township, Monmouth County is seeking a part-time (21 hours) Code Enforcement Property Maintenance Clerk. Must have valid NJ Driver's License. Experience beneficial. Will receive and respond, both proactively and reactively to local code and property maintenance issues of all types. A positive demeanor and ability to solve problems is critical. The role is enforcement yet has an important communications role. Court appearances on behalf of the Township may be necessary as well as effective documentation and tracking of all issues with regular reporting required. Must be proficient in Microsoft Excel, Publisher and Word. Salary \$13.50 per hour. Please send cover letter and resume to: Kathleen Hart, Township of Millstone, 470 Stage Coach Road, Millstone Twp., NJ 08510 or email k-hart@millstonenj.gov. EOE.