

CONSTRUCTION CLERK

Township of Berlin is seeking a part time individual for the construction office, hours are 10:00 AM - 4:00 PM, Monday – Thursday. Candidate must have strong customer service skills, must be organized to process and maintain essential logs, records, files and the ability to respond and manage OPRA request. To have the ability to prepare reports, correspondences and to review and process permit applications and other documents for completeness and accuracy. Must have a working knowledge of office computer use, experience with MPAS is preferred but not required. Employment applications are available on Berlin Township's website. Please submit application to Mayor Magazzu, 135 Route 73 South West Berlin NJ 08091 or at mayormagazzu@berlintwp.com. Berlin Township is an Equal Opportunity Employer.