

**CONSTRUCTION SECRETARY – BOROUGH OF SEASIDE PARK  
CONSTRUCTION/CODE/ZONING DEPARTMENT**

Part-time position assisting the Construction Official in processing certificates of occupancy applications, scheduling housing inspections, maintaining financial records and reports, and other office duties.

Requires excellent customer service skills, previous experience working with the public and attention to detail with the ability to handle multiple priorities. Previous municipal experience and/or knowledge of Housing Codes desired. Salary range commensurate with experience.