

Secretary – Code Enforcement Department

The Borough of Oakland is seeking a dedicated and responsible candidate to provide administrative support to the divisions of Fire Safety and Property Maintenance within our Code Enforcement Department. Specific duties include scheduling inspections, interacting with the public, generating and tracking violation notices, billing, filing and providing backup to the Technical Assistant. The successful applicant will be organized, knowledgeable in Edmunds Finance Software, MS Office and able to utilize specialized software for Fire Prevention, Property Maintenance and Construction. A positive attitude and strong customer service skills, the ability to work independently, meet deadlines and multi-task are essential. The position will be available 1/1/2020. Submit application, cover letter and resume to Administration at adminsec@oakland-nj.org. Salary dependent on qualifications and experience. Deadline to apply is 12/6/19. EOE