

**Tax Assessment and Planning/Zoning Clerk – FT Borough of Oakland, Bergen County**

This position provides varied administrative support to the Tax Assessment and Planning/Zoning Offices. Duties include updating records in the MOD4 program, general clerical tasks, processing and tracking Board applications, preparing Board agendas, managing the applicant fee and escrow system and interacting with residents, board members and professionals. Proficiency in MS Office applications required. Knowledge of municipal land use law, MOD4 program and Edmunds preferred. The successful applicant will be detail oriented, have a positive attitude, strong customer service skills and possess the ability to work independently in meeting deadlines. Periodic attendance at monthly night meetings may be required. Position available 10/1/19. Send resume and cover letter to Richard Kunze, Borough Administrator, Borough of Oakland, 1 Municipal Plaza, Oakland, NJ 07436 or to [adminsec@oakland-nj.org](mailto:adminsec@oakland-nj.org). Application deadline is Friday, 9/20/19. EOE