

**ADMINISTRATIVE**

**ASSISTANT/TECHNICAL  
ASSISTANT TO THE  
CONSTRUCTION OFFICIAL FULL-  
TIME – MOUNTAINSIDE B**

**Status**

Open

**Posted**

January 28, 2025

**Closing**

February 26, 2025 11:59

PM

The Borough of Mountainside is hiring one full-time Administrative Assistant/Technical Assistant to the Construction Official (TACO) in the Land Use Department. Under the

Assistant facilitates the issuance of construction permits to ensure compliance with the provisions of the New Jersey Uniform Construction Code and model codes; does other related duties helping other departments. As Technical Assistant, will schedule inspections, intake and process permit applications, complaints and inquires. Applicants must be detail oriented. Proficiency in Microsoft applications including Word, Excel, and Outlook required. Experience in related municipal positions highly preferred. Experience with the Spatial Data Logic program and possession of a New Jersey Technical Assistant Certification a plus. Please email cover letter and resumes to Glenn Mortimer, Administrator to [gmortimer@mountainside-nj.com](mailto:gmortimer@mountainside-nj.com) by February 14, 2025. Borough has the right to hire before that date. Mountainside is an Equal Opportunity Employer.