



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



Job Opening

Landlord Registration Assistant

Department: Housing, Economic, Development, and Commerce

Division: Housing Preservation

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 37.5 per week

Salary: \$39,000. Competitive Jersey City retirement and health benefits packages are available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City, Department of Housing Economic Development and Commerce, Division of Housing Preservation, is looking to hire an assistant to assist with the Landlord Registration processes and other duties in connection with the work of the Office of Landlord/Tenant Relations.

Job Duties:

- Assists Landlords in the registration process, communicating with Landlords throughout the process via phone, email, or in person.
- Maintains a registry of Landlord Registration Statements in accordance with the requirements of the city's Rent Control Ordinance.
- Reviews LL Registrations.
- Confirms that all required information is completed.
- Confirms that on-site super requirements as set forth in the city's Property Maintenance Code are met.
- Researches and approves/denies requests for exemptions from the on-site super requirement.
- Confirms that the rent rolls are in compliance with the city's Rent Control Ordinance.
- Maintains a registry of multiple dwellings that are exempt from rent control.
- Monitors compliance with the Rent Control and Property Maintenance ordinances and consults with Supervisor and Division Director regarding the issuance of summonses where appropriate.
- Once summonses are issued, prepare discovery for Municipal Prosecutor, calendars court dates for pretrial and trial, and records disposition of summonses after trial.
- Prepares reports in connection with monthly reviews and annual reports by gathering data, tabulating results, and/or preparing graphs/charts.
- In addition to all other tasks requested by Supervisor and the Division Director.



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- Operates various office and mail processing machines such as keyboard equipment, calculators, computer printers, sorter, photocopiers, fax machines, stamping machines, labeling machines, etc.
- Prepares routine reports or assists in the preparation of reports by gathering data, tabulating results, and/or preparing simple charts.
- In addition to all other tasks requested by Supervisor and the Division Assistant Director and Director.
- Performs other duties as assigned.

**Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

Education: Bachelor's Degree in Business Management, Business Administration, or other related field.

Required Experience: Two (2) years of experience in reviewing, verifying, authorizing and/or providing technical assistance in a public or private organization.

Essential Skills:

- Knowledge of Microsoft Word, Excel, Teams, and Planner.
- Knowledge of office routines, equipment, and practices after being trained.
- Comprehend established office routines and department regulations.
- Organize assigned work and develop effective work methods.
- Ability to make simple arithmetic calculations.
- Understand, remember, and carry out oral and written directions.
- Perform tasks accurately within prescribed time frames.
- Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.
- Sort, index, file, and pull varied types of materials using an established filing system.

This is a Civil Service Job and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by NJ First Act.