



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
Architectural Assistant

Department: Infrastructure

Division: Architecture

Exempt/Non-Exempt: Exempt

Union/Management: Local 246

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

Workweek: Monday-Friday – 37.5hrs/week

Salary: \$60,000 - \$68,140 - Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is looking for an experienced Architectural Assistant for the Division of Architecture. Under direction, does the more routine work involving no unusual or particularly difficult and/or complex problems required in preparing architectural plans and drawings.

Job Duties:

- May assist in preparing plans, evaluations, sections, and details of buildings by doing assigned portions of the work in accord with closely prescribed procedures.
- Independently works out the detail of sections of plans, drawings, and sketches when the broad features have been determined.
- Makes tracings.
- Makes field trips to inspect work in progress and prepares reports.
- Prepares architectural and related reports containing findings, conclusions, and recommendations.
- Maintains records and files.
- Performs other duties as assigned.

**Please note 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.*

Preferred Educational Background: Graduation from an accredited college or University with a Bachelor's degree in Architecture.

Preferred Education/Skills/Qualifications: Proficiency in AutoCAD Revit is desirable.

Required License: Appointees must Possession of a valid license or certificate as a Registered Architect issued by the NJ State Board of Registered Architects may be substituted for the Bachelor's degree in

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.

Architecture. Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Essential Skills:

- Knowledge of theory and principles of architecture.
- Knowledge of methods used in collecting data on which architectural plans and drawings are based.
- Knowledge of problems encountered in preparing detailed architectural plans and drawings and of the conventions and materials used.
- Ability to organize assigned architectural work, analyze architectural and closely related problems, and develop appropriate work methods.
- Ability to comprehend practical problems involved in the practice of architecture and in preparing architectural plans and drawings in accord with established procedures.
- Ability to complete assigned details in connection with complex architectural plans and drawings.
- Ability to make required field inspections.
- Ability to prepare clear, technically sound, accurate, and informative architectural and related reports containing findings, conclusions, and recommendations.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

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, fill out our [Employment Application](#) at [Jobs - City of Jersey City \(jerseycitynj.gov\)](#)

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

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