



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:
Technical Assistant

Department: Housing, Economic Development, and Commerce

Division: Construction Code Official

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

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

Workweek: Monday- Friday, 9:00 am-4:30 pm

Salary: \$40,000.00 - \$45,000.00 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 hiring a Technical Assistant to support the Division of Construction Code Official. This role will be responsible for providing technical assistance in the issuance of construction permits to ensure compliance with the provisions of the New Jersey Uniform Construction Code and model codes.

Job Duties:

- Enters technical information into the SDL database.
- Issues construction permits after approval and authorization have been granted by the appropriate Sub-Code official or short permits per the Uniform Construction Codes.
- Reviews applications for construction permits to ensure all necessary information and documents are included and requests additional information as instructed or directed by the appropriate Sub-Code or Construction official.
- Aids the public by providing information of a technical nature concerning the requirements and standards relating to the Uniform Construction Code.
- Reviews inquiries received by telephone or personal visit and responds with the necessary technical information and assistance in a prompt manner.
- May assist in the preparation of requests for appropriate actions, prepare/process related forms, and initiate follow-up action if necessary.
- Performs research for various projects.
- Confers and/or corresponds with individuals to obtain information and/or supporting documentation necessary to carry out objectives of the unit/office.
- Verifies completeness of information in any of the following: applications, reports, files, returns, claims, proposals, forms, and/or listings, and their accuracy before entry into automated systems and files.
- May assist in updating the unit's tracking system.
- Performs clerical duties such as filing, scanning, responding to emails, and shredding as needed.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Performs other duties as assigned.



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**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.*

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

Note: Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university on a year-for-year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

Preferred Education/Skills/Qualifications:

Possession of a valid New Jersey Uniform Construction Code Certification as a Technical Assistant to a Construction Official, issued by the Department of Community Affairs. Experience working in a Construction Office.

Essential Skills:

- Knowledge of data collection, compilation, and analysis techniques/methodologies.
- Knowledge of the objectives, programs, administrative policies, methods, and procedures of the division or agency after a period of training.
- Knowledge of all information publications available to meet the needs of clients serviced by the agency or unit after a period of training.
- Ability to read and interpret laws, rules, and regulations and apply them to specific situations.
- Ability to research and provide support, technical assistance, and guidance to appropriate professional and clerical staff levels.
- Ability to gather and compile information and data.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Exceptional interpersonal skills with the ability to work collaboratively and foster positive and professional relationships.
- Exceptional analytical skills with the ability to prepare clear, sound, accurate, and informative conclusions and recommendations.

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.