

Secretary to the Planning Board/Board of Adjustment –

Township of Ocean, Monmouth County seeks a full time secretary/administrative assistant to replace an individual who is retiring. Position will be available July 18, 2011. Responsibilities include serving as the recording secretary for the Planning Board and Board of Adjustment, general clerical duties for the Director of Community Development, preparing and sending public notices, correspondence, file maintenance and retrieval, voucher processing, business license issuance and special projects as required. Proficiency with computers and Microsoft Office software is a must. Experience with Microsoft excel and internet based programs is a plus. Night meetings are a requirement. The Township of Ocean offers a benefits package and salary commensurate with experience and is an Equal Opportunity Employer. Please submit your cover letter, resume and references via email by June 27, 2011 to: planningresume@oceantwp.org.