
TOWN OF GUTTENBERG

“THE HIDDEN GEM OF NORTH HUDSON”

MUNICIPAL BUILDING
6808 PARK AVENUE
GUTTENBERG, N.J. 07093



201-868-2315

TOWN OF GUTTENBERG

FULL-TIME BUILDING DEPARTMENT CLERK

FULL-TIME BUILDING DEPARTMENT CLERK – The Town of Guttenberg is accepting applications for the position of Full-time Building Department Clerk to perform a wide variety of routine and complex administrative, clerical and project management responsibilities. Excellent organizational skills and attention to detail are essential for this position along with the ability to multitask efficiently and effectively in a high activity work environment. Candidate must be customer service oriented and possess the ability to establish and maintain effective working relationships with employees, officials, and the general public. Duties include but are not limited to office support functions, assisting the Construction Official and Technical Assistance with processing permits and licenses, and reviewing applications for completeness and accuracy. Qualified candidates must be self-motivated with excellent communications, clerical, organizational and computer skills. Salary commensurate with the salary ordinance.

Please e-mail cover letter, resume, and references to Dr. Cosmo A. Cirillo, Town Administrator, at ccirillo@myguttenberg.com. Position open until filled. The Town of Guttenberg is an Equal Opportunity Employer.

Job Post Opening: January 14, 2025
Job Post Closing: January 24, 2025