CITY OF ATLANTIC CITY
Licensing & Inspection – Code Enforcement
License Inspector – Part Time

JOB SUMMARY:
Under direction performs varied types of field and office work involved in ensuring that varied business premises comply with municipal license ordinances, rules, and regulations; does other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

• Ability to read, comprehend, and interpret provisions of municipal/county rules, regulations, policies, procedures, ordinances, and statutes relating to varied types of licenses, and to apply them to specific cases.
• Ability to note significant conditions and to take proper action when action is called for in accord with prescribed procedures.
• Ability to make accurate observations of records and conditions and to abstract and note those things which are significant.
• Ability to take and maintain a firm/correct stand when controversial matters are considered.

MINIMUM REQUIREMENTS:
• High School Diploma Required. Associates degree desired.
• Valid driver’s license in New Jersey required.
• Excellent written, verbal and oral communications skills

Please submit cover letter and resume to the City of Atlantic City, Human Resources Department, Room #416, 1301 Bacharach Blvd., Atlantic City, New Jersey 08401 or email to achr@cityofatlanticcity.org by December 20, 2019.

The City of Atlantic City is an Equal Opportunity Employer.