

# Please Post

July 27, 2022

## NOTICE OF VACANCY

**TITLE:** **PLANNING AIDE**

**JOB STATUS:** Part time on call/Seasonal

**DEPARTMENT/DIVISION:** Department of Engineering and Planning  
Division of Planning

**STARTING SALARY:** \$15.95/Hr

**CLOSING DATE:** Until Filled

**START DATE:** To Be Determined

### **JOB DUTIES:**

Under direction, uses comprehensive planning skills to complete mapping; performs routine and noncomplex field and office planning work involved in preparing and making reports and surveys, and collecting and compiling data; assists in transposing statistical data into visual form; does related work as required. Candidates should be proficient in GIS and Microsoft Office at a minimum.

### **MINIMUM REQUIREMENTS:**

#### **LICENSE:**

Appointee 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.

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### ***RETURN COMPLETED APPLICATIONS AND RESUME TO:***

(Standard County Application Form is located at the following address or [www.sussex.nj.us](http://www.sussex.nj.us))

Office of Employee Services  
Sussex County Administrative Center  
One Spring Street  
Newton NJ 07860

Email: [employeeservices@sussex.nj.us](mailto:employeeservices@sussex.nj.us)

Fax: 973.579.0355

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.