

## **BUILDING DEPARTMENT CLERK**

<b>UNION:</b>	<b>AFSCME 1882</b>
<b>STATUS:</b>	<b>FULL TIME</b>
<b>PAYMENT:</b>	<b>HOURLY</b>
<b>SUPERVISED BY:</b>	<b>TOWNSHIP SUPERVISOR/DEPUTY SUPERVISOR</b>
<b>SUPERVISES:</b>	<b>NONE</b>

**PREREQUISITES:** High School graduate or GED equivalent. Must have experience documented in secretarial and clerical. Computer literate in Windows, Microsoft office, BS& A and other software programs. Typing accuracy. Must pass a written test in basic math, reading and clerical skills.

### **Requirements:**

- High school diploma or equivalent.
- Two (2) years' experience in office setting.
- Competences in computer keyboard/typing skills.
- Competence in the use of calculators, copiers, fax machines and other common office equipment.
- Competence and experience in Microsoft Word, Excel and other common software applications.
- Ability to prepare business letters and/or reports using proper format, punctuation, grammar, spelling and style using all parts of speech.
- Ability to speak read and comprehend the English language.
- Ability to successfully use deductive reasoning and logic in job related problem solving.
- Ability to perform job duties with minimal need for direct supervision.
- Ability to work with the public and provide excellent customer service.
- Individual must have a good work record, good attendance record and be reliable and cooperative.
- Must maintain a neat and clean appearance and wear appropriate clothing.

### **Preferred requirements:**

- Associates degree.
- Municipal experience.
- Building/construction knowledge.
- Experience with BS & A Software.

**DUTIES:** Assists in the maintenance and updating of the Building Department Library.

Responsible for maintaining an inventory of all supplies and materials for the Building Department.

Maintains registration of all licensed builders, electricians, plumbers, and mechanical contractors and issues permit for each. Schedule and arrange for inspections for the Township building inspectors. Responds to walk-in, telephone and mail inquiries regarding the function of the Building Department and, where necessary refers inquiries to other Township staff.

Maintains a variety of files regarding building permits, dangerous buildings and other functions of the building Department. Classifies and distributes all mail received in the Building Department.

Researches the Township Housing and Building Codes and assists in answering questions of residents and other concerning the interpretation of those codes. Prepares permit applications for issuance by the Building Inspector.

Attends and transcribes notes and maintains the official minutes of the Dangerous Buildings Public Hearings.

Performs various office management tasks and coordinates the daily secretarial activities including the typing of all permits issued, monthly Building Department reports including monthly Building Department Report for the Township Board of Trustees.

Attend seminars and periodic training to remain current with the best available building inspection techniques.

All other duties as assigned.

**PHYSICAL REQUIREMENTS:** Ability to read printed matter and the computer screen of the township's computer network. Occasional lifting of approximately 10 pounds.

Note: The examples are intended merely as to illustrate the various type of work performed in positions allotted to this class and do not include all of the duties that may be assigned to this position.