

TOWN OF EAST WINDSOR
JOB DESCRIPTION

DEPARTMENT: BUILDING DEPARTMENT

TITLE: PART-TIME BUILDING CLERK

POSITION GOAL: This is a part-time 19 hour a week position, working under the directives of the Building Official and the Assistant to the Building Official, providing clerical assistance and support coverage.

PRIMARY DUTIES:

- Provide information and assistance to the general public
- Receive and process permit applications and collect appropriate fees
- Enter building permit data using proprietary software program
- Answer phones, take detailed messages
- Maintain office files and records
- Operate a variety of modern office machines including, computer, phone, photocopier, calculator, postage machine, etc.

QUALIFICATIONS:

- High School diploma; with proficiency in Business related courses
- Prefer minimum of three year's experience in a municipal inspection setting and or similar construction environment
- Ability to deal tactfully and effectively with the public, town officials and employees
- Candidate must be accurate, attentive to detail and able to communicate effectively both orally and in writing
- Ability to prioritize, organize and perform work independently
- Ability to follow complex written and oral instructions
- Ability to concentrate on fine detail with constant interruption
- Must have strong organizational skills
- Demonstrate experience and ability with office practices and procedures
- Proficiency in MS Office, Word and Excel
- Ability to work Monday - Friday during posted Town Hall hours. Flexible hours are required base on Department needs during peak periods and vacation schedules

PHYSICAL EFFORT REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF JOB:

- Position routinely requires sitting, standing, bending and stooping; occasionally requires crawling, kneeling, climbing, pushing, pulling and lifting under 30 lbs. and carrying less than 30 lbs.; rarely requires lifting or carrying more than 30 lbs.

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VISUAL REQUIREMENTS REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF JOB:

- Position often requires reading documents for general understanding (correspondence and memos, etc.); often requires viewing computer monitors; routinely requires reading documents for analytical purposes, reading for high degree of accuracy (contracts, technical reports, site and architectural plans, etc.); occasionally requires driving.

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.