

PRINCIPAL CLERK (BUILDING DEPARTMENT)

DEFINITION

The Principal Clerk provides administrative support to the Building Commissioner and oversees the daily operations of the department; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Provides administrative assistance to the Building Commissioner; types correspondence.

Answers the telephone; responds to general questions pertaining to the Building Department; provides information and assistance on zoning matters.

Processes building, electrical, plumbing and gas permits; ensures that all required information is included in the application.

Schedules building, electrical, plumbing and gas inspections.

Processes fees received by the Building Department and submits to the Town Treasurer.

Processes salary and expense vouchers.

Provides assistance to the Board of Health and/or the Planning/Conservation Department, as requested.

Performs similar or related duties as required, or as situation dictates.

SUPERVISION

Works under the general supervision of the Building Commissioner following established rules, regulations and policies to complete assigned tasks according to a prescribed time schedule.

WORK ENVIRONMENT

Work is performed under typical office conditions, with regular interruptions to respond to requests for information or service.

The employee operates standard office equipment and hand tools.

The employee has regular contact with the public and other town departments by telephone, in person and in writing.

The employee has access to legal proceedings.

Errors are easily detected and corrected but could result in delay or loss of service.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; three years of office experience; municipal experience preferred; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of standard office practices and procedures; familiarity with building planning, zoning and/or conservation procedures and standards.

Ability to interact tactfully and appropriately with the general public; ability to learn and understand building, planning, zoning and conservation requirements; ability to work independently.

Telephone skills; general office skills; written and verbal communication skills; planning and organization skills.

PHYSICAL REQUIREMENTS

Minimal physical effort is required to perform duties under typical office conditions. The employee is frequently required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.