

NORVELL TOWNSHIP

PERMIT CLERK/ADMINISTRATIVE ASSISTANT TO SUPERVISOR

General Summary

Present a positive first impression to visitors on behalf of the Township. Assist the Building Department with diverse administrative, secretarial, and clerical/accounting tasks, including the preparation and maintenance of accurate records and reports related to the department. Support the Supervisor by performing essential administrative/clerical duties.

Duties and Responsibilities

- Regular and predictable attendance
- Greet customers and direct visitors or notify appropriate staff of visitor's arrival in a courteous and professional manner
- Answer and transfer telephone calls in a courteous and professional manner
- Record accurate and complete telephone messages as needed
- Respond to routine inquiries from the public and direct as appropriate
- Work with the Supervisor as needed in an administrative assistant's capacity
- Issue permits and record inspection results from inspectors using BS&A software
- Collect fees where appropriate using BS&A software
- Provide clerical support for the Building, Zoning and Assessing departments
- File all correspondence, permits, records and plans for department
- Create monthly report detailing permitting activities
- Interact with inspectors (building, electrical, plumbing, mechanical)
- Perform weekly standard property import (BS&A) from assessor
- Interact with the Zoning Administrator and/or Zoning Enforcement Officer
- Handle all required mailings pertaining to zoning or building
- Act as recording secretary for the Land Division Committee, prepare minutes of said meetings, mail letters to applicants with outcome
- Process address requests
- Basic computer skills
- Prepare meeting packets for Board of Trustees and Planning Commission
- Maintenance of department website
- Maintenance of petty cash fund
- Call for services as needed
- Order office supplies as needed
- Pick-up outgoing mail and drop off and distribute outgoing mail
- Interact with service providers for the township

- Maintain a list of appointed officials, inspectors, etc.
- Coordinate reservation/rental of Township facilities
- Assist with Memorial Day program
- Work additional hours upon request within reason
- Such other duties assigned that are consistent with the employee's skills

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school diploma or equivalent

Experience: Office administration (minimum 2 years) experience preferred, including accounting, secretarial and computer skills. Proficient with Microsoft Office products such as Word, Excel and Outlook. General knowledge of permitting inspections is desirable. Experience with BS&A software preferred.

Other Requirements:

- Friendly demeanor
- Ability to independently organize and schedule assigned work to meet established deadlines in an environment where interruptions may occur
- Ability to interpret, comprehend and process detailed information
- Filing skills
- The ability to work in a close environment with a small group of people

FLSA-Status: Non-exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to enter and access information from a computer terminal
- Ability to lift and carry maps, documents, and other items weighing up to 50 pounds
- Ability to file and retrieve documents from departmental files
- Ability to climb stairs
- Manual dexterity and the ability to sit and operate a computer for extended periods

Working Conditions:

Work under the direct supervision of the Township Supervisor
Work in general office conditions

Department Head

Human Resources