



## **Building Department Clerk**

### **Position Summary**

The Building Department Clerk, appointed by the mayor and confirmed by Reminderville Council, performs work in the issuance of a variety of building permits pursuant to various State and Federal regulations and City zoning and building codes; coordinates meetings for the Architecture Board of Review, Planning and Zoning, and Zoning Board of Appeals committees; performs general clerical tasks, uses the computer to enter data and maintain information; and performs related work as required. The Clerk will perform all functions with the highest ethics and integrity. Technical or functional supervision may be provided by higher level professional positions such as the Building Official or Building Inspector.

### **Essential Duties and Responsibilities**

*Note: This list is intended only to illustrate the various types of work that may be performed. Omission of specific statements does not exclude them from the position.*

1. Provides information at the counter, by telephone, and through correspondence in response to relatively routine questions regarding building ordinances and codes, building permit application process and procedures.
2. Assists the public in completing building permit applications and other necessary forms.
3. Reviews and processes building permit applications and associated documents to ensure all relevant plans, forms, and information accompany the application.
4. Checks building permit application information for compliance with Local, State, and Federal regulations.
5. Assembles and routes applications, plans, and associated information to the Building Official or Building Inspector for plan review processing and approval. Issues permits after receiving approval.
6. Issues minor permits where professional evaluation and review is not required.
7. Calculates, collects, records appropriate fees, and account for permit fee monies.
8. Enters appropriate permit information into database and maintains database and record of permits issued; maintains and compiles files, forms, and reports concerning building inspection and plan review activities.

9. Accepts inspection requests and forwards them to the appropriate personnel.
10. Processes applications for contractor licenses.
11. Enters appropriate contractor information into database and maintains database and record of licenses issued; maintains and compiles files and forms.
12. Types and prepares a variety of forms, reports, letters, permits, and statements from routine draft, dictation, or general instructions; and composes and prepares routine correspondence.
13. Provides information to the public on a variety of matters related to construction permits, zoning, and building regulations.
14. Receives and processes telephone calls.
15. Maintains and manages an inventory of forms, applications, and office supplies.
16. Research and assist the Building Official and Building Inspector in the composition of building records and reports.
17. Provide information required for Architecture Board of Review, Planning and Zoning, and Board of Zoning Appeals review process including packet and preparation for meetings; may attend meetings as required; assist in transcription of minutes and maintain appropriate records.
18. Performs other tasks as required.
19. Provide support to City departments when needed.

### **Required Skills, Knowledge, and Abilities**

Use of a computer, copy machine, and other related office equipment.

Knowledge of City government and operations, spelling and grammar, basic mathematics, and various computer software applications and database management.

Define and solve problems, collect data, establish facts, draw valid conclusion using judgment and analytical skills, communicate both orally and in writing, work effectively with citizens who may be upset or irate, establish and maintain effective working relationships with City officials, employees, and the public, organize and maintain City information, handle confidential material in strict confidence, handle written and verbal directions.

### **Experience and Education Requirements**

Any combination of education and experience that will indicate possession of the skills, knowledge, and abilities listed above.

Must have a formal education equivalent to the completion of the twelfth grade, supplemented by courses in English, typing, office practices and procedures, and math. College or business school desired, but not required. Must have five (5) years' experience in a position that requires contact with the general public. Must be trustworthy, dependable, and honest.

The specifications above are intended to merely identify the class and be illustrative of the kinds of duties that may be assigned to the position and should not be interpreted to describe all of the duties which may be required of this position.