

Town of Scotland, CT
Building Clerk
Job Description

Job Title: **Building Clerk**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date:8-10-11

Job Desc. Last Review Date:8-10-11

Job Desc. Approved By: **Scotland BOS** Date:August 10, 2011

This position is: **Elected** **Appointed** **Hired**

POSITION SUMMARY

Working under the supervision of the Building Inspector, the Building Clerk performs administrative duties for the Building Department.

JOB DUTIES

1. Answer phone calls and retrieve phone messages for the Building department; prioritize and distribute/refer to appropriate people or departments.
2. Provide information to the public regarding the Building Department and permit process.
3. Retrieve, open, date stamp and prioritize mail for the Building Inspector.
4. Draft, type, and mail/email/fax correspondence as directed.
5. Maintain all active and archived, paper and electronic files for the Building Department.
6. Prepare monthly reports for the Tax Assessor and Town Clerk.
7. Interact with or make appropriate referrals to the Health Department, CL&P, or other entities as needed.
8. Issue building permit applications.
9. Receive completed permit applications and forward to Building Inspector.
10. Schedule inspections as needed.
11. Prepare Certificates of Occupancy for Building Inspector approval and signature.
12. Collect all fees related to Building Department permits.

The duties listed above are intended only as illustrations of the various types of work that may be 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.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

This position receives immediate supervision from the Building Inspector.

QUALIFICATIONS/SKILLS

1. High School Diploma or equivalent, and two years experience in an office or administrative position; or equivalent combination of education and experience.
2. Excellent customer service skills: ability to interact positively with and clearly transmit information to the public and other Town Hall staff.
3. Proficiency in email systems including use of attachments.
4. Ability to operate office equipment, for example: multi-line phone system, copier, fax, computer/printer/scanner
5. Attention to detail, ability to work independently and with minimal supervision.
6. Ability to establish and maintain systems to organize paper and electronic files and data.
7. Ability to acquire a working knowledge of regulations and legal requirements pertinent to the position. Familiarity with local government structure/town hall operations is helpful.

TOOLS AND EQUIPMENT USED

Telephone system, computer, scanner, fax, copier.

PHYSICAL DEMANDS

1. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus, and the ability to use a computer screen for several hours over the course of the day.
2. While performing the duties of this job, the employee is frequently required to walk, climb stairs, stand, talk, hear, or sit.
3. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Typical Office

HOURS

The Building Department is open Wednesday 4-7PM.

COMPENSATION

1. This is an hourly paid position; hourly wage is determined by the BOS.
2. Any travel required is compensated at the prevailing IRS rate.
3. Pay period is bi-weekly
4. There are no benefits associated with this position.

The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.