

TOWN OF ROCKLAND

Job Description

Position Title:	Sr. Clerk	Grade Level:	2
Department	Building	Date:	06/30/22
Reports to:	Building Commissioner	FLSA Status:	Non-exempt

Statement of Duties:

Providing clerical and administrative support to the Building Department, which consists of the Building Commissioner, Zoning Enforcement Officer, Gas Inspector, Plumbing Inspector, Wire Inspector, Fence Viewer and Sealers Weights and Measures.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Assist customers either by telephone or face to face contact and provide basic accurate information. Forward requests/calls to appropriate Inspector;
- Receive, enter and schedule inspection requests;
- Accept, review and process forms/payments for building permits and other permits as required by the Building Department;
- Deposit checks or cash with Treasurer's office for all permits issued by the Building Department;
- Process Daily receipts, prepare 9-10's and give to Town Collector and Accountant's office, enter into excel spread sheet;
- Prepare correspondence and letters for the Building Commissioner;
- File paperwork on a daily basis;
- Purchase supplies for the department;
- Prepare permit applications for Building Inspector's signature.
- Support the Building Commissioner's additional responsibilities as Fence Viewer, Inspector of Trenches, Sealer of Weights and Measures and Zoning Enforcement Officer.

Supervision Required: Under the general supervision of the Building Commissioner, but most day to day work is performed independently.

Supervisory Responsibility: There are no supervisory responsibilities with this position.

Confidentiality: The employee has regular access to confidential information such as department and client records in accordance with the State Public Records Law.

Accountability: Work affects the accuracy, reliability, and acceptability of department services, and affects the work of other departments and employees. Consequences of errors, missed

deadlines or poor judgment may include adverse customer relations, legal repercussions, and missed deadlines.

Judgment: Employee is expected to use sound judgment in selecting the most appropriate procedure or method to apply in a particular situation, including the handling of sensitive information.

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Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Nature and Purpose of Public Contact: Constant contact with the public and contractors to provide information, assistance, or respond to complaints or problems.

Recommended Minimum Qualifications:

Education and Experience: High School diploma or equivalent, and two (2) years of experience in a responsible administrative position, preferably in a municipal office setting with frequent public contact, or any equivalent combination of education and experience.

Special Requirements: None.

Knowledge, Abilities and Skill

Knowledge: Must have familiarity with Microsoft Office suite and standard office procedures and equipment, such as typewriter, copy machine, calculator, fax, plotter and computer.

Abilities: Employee must have the ability to work independently and manage multiple assignments at one time with frequent interruptions.

Skills: Must have good typing skills with moderate speed and excellent accuracy, as well as excellent verbal, telephone and interpersonal skills. Employee must have strong customer service skills.

Work Environment: Work environment is typical of a professional office, involving moderate noise levels and frequent interruptions by customers and phone calls. Environment involves everyday risks which require normal safety precautions typical of offices.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office equipment, file boxes and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, filing, and sorting of papers.

Visual Demands: The employee is required to constantly read documents and reports for general understanding. The employee is rarely required to review non-written materials or to determine color differences.

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.