

City of Algonac
Building Department – 805 St. Clair River Drive
ADMINISTRATIVE CLERK - PART-TIME

Job Description

Pay: \$12.00/hr

General Statement of Duties

Part-time position performing a wide variety of clerical duties related to the Building Department.

Supervision

Building Official

Job Environment

Part-time: Generally Monday thru Friday 10 AM to 3 PM.

Typical Job Functions

To perform this job successfully, an individual must be able to perform each typical function satisfactorily. These examples do not include all duties which the employee may be expected to perform:

Building Department Duties

- Manages the permitting process for the department as well as business, special event and temporary merchant permits.
- Maintains records for the building dept. including budget, rental housing and trade registrations.
- Schedules inspections; calculates and processes payment of trade inspections.
- Maintains and updates property files.
- Supports the building official.
- Serves as planning commission secretary, preparing the meeting packets, taking the meeting minutes and publishing all necessary notices.
- Serves as zoning board of appeals secretary preparing the meeting packets, taking the meeting minutes and publishing all necessary notices.

General Clerical Duties

- Maintain proper supply of office products.
- Maintain postage machine, order postage, supplies and repairs as needed.
- Maintain copy machine, order paper, supplies and repairs as needed.
- Post mail, pick up mail, sort and distribute.
- Provide customer assistance and information.
- Provide clerical assistance to finance department or department heads as needed.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma plus courses in business and computers.
- BS &A experience a plus.
- Able to understand, interpret and explain city ordinances.
- Ability to use all office equipment.
- Ability to establish and maintain good working relationships with the public, vendors and other employees.
- Ability to prepare and maintain accurate records.
- Must be computer literate. Ability to use Windows and Microsoft Office preferred.
- Ability to read, write and speak in English. Be able to prepare documents, letters, correspondence, records and reports using correct grammar. Ability to participate in discussion and give instructions that can be understood by those listening.
- Minimum listening ability. Ability to hear customers, staff and others so that you can respond to their questions or instructions.
- All departmental clerks are required to be cross-trained with each other.

Physical Demands and Work Environment

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move lightweight items. Ability to move freely about the office from one workstation to another. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

The City of Algonac does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provisions of service.

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.