

Title: Receptionist, Building Department Assistant  
Reports to: Township Clerk and Treasurer  
Hourly – 15 hours per week at \$15.50 per hour

#### BROAD STATEMENT OF RESPONSIBILITIES:

Serves as the first contact with the public, manages activities that take place at the front desk.

Responsible for supporting the Building Inspector with varied administrative, secretarial, and accounting/clerical tasks including preparing and maintaining accurate records and reports pertaining to department. Provides visitors with positive first impression in behalf of the Township and Department.

Works under direct supervision of the Township Clerk on voter registration and election related activities.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### Receptionist

1. Answers telephone calls and greets walk-in visitors. Answers inquiries and/or refers to appropriate staff person. Sorts, date stamps, and distributes mail.
3. Processes routine financial activities, collects cash fees and charges, issues receipts, records transactions, takes Property Tax payments, all for transmittal to Treasurer.
5. Uses a network computer with specialized software, a scanner, copy machine typewriter, and other standard office machines.

##### Building Department Assistant

1. Accepts building permit applications, communicates with the Building Inspector on all aspects of building permits, processes and issues building permits, takes payments for them, and issues Final Occupancy permits, all under the direction of the Building Inspector. Responds to routine inquiries from general public regarding regulations, procedures, records, reports and other department matters.
2. Sends requests for inspections to the Building Inspector; enters record of inspection results from Building Inspector; enters permits in BS&A program for all permits and establishes permit identification number.
3. Provides secretarial/clerical support for the department; creates any needed correspondence for the Building Inspector; scans and attaches files of all correspondence to permits in the BS&A program; records and files all plans for department; maintains an effective filing system; maintains departmental, organizational and statistical data needed by the Building Inspector.
4. Acts as secretary for construction Board of Appeals; records and prepares minutes of meetings; types all correspondence pertaining to individual cases presented to Board; gathers information regarding specific case to be litigated and provides documentation for Township attorney.
6. Prepares quarterly payroll request for Building Inspector.

7. Provides monthly building permit reports to the Assessing Department; also prepares various annual and other departmental reports and analyses.

8. Performs other special projects and tasks as requested to facilitate efficient operations of the department.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.