



TOWN OF SUDBURY Position Available

Building Department
Part-time Clerical Position
18 hours per week

Posting Date: August 10, 2016

The Town of Sudbury seeks a qualified part-time employee to perform clerical work under the direction of the Building Inspector and Department Assistant.

Duties include, but are not limited to:

- Issue Wiring, Plumbing and Gas permits
- Receive Building Permit applications for new construction/renovations
- Schedule daily inspections for the Building, Wiring, and Plumbing & Gas inspectors
- Enter permit information into software system
- Record inspection information for each permit
- Assist public with inquires on properties in town
- Other office duties as needed

Hours: 18 hours per week, Monday through Friday, 3-4 hours per day.

Duties and Qualifications: In addition to above, the position requires effective verbal and written communication skills; excellent computer and record keeping skills; ability to interact with public effectively; ability to work independently and be self-motivated.

Starting hourly rate -range \$16.55 to \$17.87 DOQ; No benefits included.

Send letter of interest and resume to:

bilodeaum@sudbury.ma.us.

Deadline: Resumes accepted until Wednesday, September 7th at 3:00 p.m.

AA/EOE

See complete job description below.

CLERK I

Position Purpose:

The purpose of this position is to perform responsible clerical work under general supervision and produce work products from a variety of routine tasks such as typing, record and/or bookkeeping, filing, and working with customers and with other departments; performs all other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible functions requiring a working knowledge of departmental operations and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Supervision Received: Works under general supervision, following department rules, regulations and policies, requiring the ability to plan and perform operations, and to complete assigned tasks according to a prescribed time schedules. Refers all questionable cases to supervisor.

Supervision Given: None.

Job Environment:

Work is performed under typical office conditions; the noise level is moderate at times.

Operates a computer, facsimile machine, copier, typewriter, and other standard office equipment.

Makes frequent contacts with the general public and other County employees. Contacts are in person, in writing, and by telephone and involve an information exchange dialogue.

Has access to department confidential information.

Errors could cause confusion and delay of department services and result in adverse public relations.

Essential Functions:

(The essential functions or duties listed below 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.)

Provides customer service by answering questions both in person or by telephone; provides information relative to departmental procedures; refers individuals to appropriate sources as required.

Receives permit applications, calculates fees, and issues permits. Schedules and coordinates inspections for multiple inspectors.

Records daily inspections for off-site inspector and communicates with him on a regular basis.

Assists with all department record keeping, manual records and database records.

Performs all general clerical duties including, but not limited to, word processing, making copies, filing, data entry, proofreading, answering the telephone, opening and delivering mail. Maintains records and files. Drafts correspondence. Schedules and maintains appointments.

Maintains department related data, gathers information, and ensures the timely preparation and coordination of a variety of reports.

Performs proofreading of complex documents to ensure that they are recorded completely and accurately. Manages control sheet, which lists errors and corrections needed.

Ensures quality in the office operations by reviewing documents and records for accuracy and thoroughness.

Maintains accurate electronic depository for records as necessary.

Cross-trains with other employees and assists in all areas of the Office as needed.

Maintains safe and clean working environment by complying with procedures, rules and regulations

Contributes to team effort by accomplishing related results as needed.

Works on special projects as assigned by Supervisor.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school diploma or GED and one to two years of related experience or any equivalent combination of education, training, and experience.

Knowledge, Ability and Skill:

Knowledge: General knowledge of office procedures, practices, and terminology. Working knowledge of departmental operations. Knowledge of the operation of computer software applications.

Ability: Ability to communicate effectively with staff and the public. Ability to compose correspondence. Ability to follow oral and written instructions accurately. Ability to organize and prioritize multiple tasks. Must be able to operate a personal computer and display intermediate

skill when using software programs for word processing, database, spreadsheets, and other software as required by the position.

Skill: Skill in utilizing personal computers, word processing, database, and spreadsheet applications. Good customer service skills. Skill in proofreading.

Physical 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 essential functions.

The employee must occasionally lift and/or move up papers, books, and office materials up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. This position requires the ability to operate a keyboard at efficient speed.

(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.)