



## **BOROUGH OF CLAYTON**

**JOB TITLE: PART TIME CONSTRUCTION CLERK**

**CLASSIFICATION: EXEMPT PART TIME**

**BARGAINING UNIT: None**

**REPORTS TO: Construction Official and Borough Administrator**

### **DUTIES & RESPONSIBILITIES:**

- Organize and keep an inventory of all the forms required in the Construction Office (permit jackets, subcode forms, etc.). Provide applications and forms to applicants.
- Review applications for construction and subcode permits to ensure that all necessary information and documents are included, and request additional information from the applicant as needed and/or as instructed by the appropriate Subcode Official or Construction Official.
- Assist applicants at the counter and phone, take inspection requests, give general information on the permit process and status and return all voice mail messages received.
- Process permits, certificate of occupancy, and Certificates of Approval.
- Type letters as directed by Construction Code Official or Inspectors and send reminders letters old permit holders requiring final inspection
- Type letters as directed by Construction Code Official or Inspectors
- Work with the Borough Engineer to ensure outstanding permits requiring final inspection are closed out.

- Issue plumbing and electric permits after approval and authorization have been granted by the appropriate Sub-code Official and the Construction Official.
- Assist the general public by providing information of a technical nature concerning the requirements and standards in effect as they relate to construction codes.
- Calculate the fees required for permits, collect fees and penalties, and to issue receipts accordingly. Document collected fees, and deposit them according to municipal regulations.
- Consult with the Borough's legal professionals on compliance problems.
- Schedule and track appointments for inspections.
- Prepare monthly reports of activities and handle all correspondence for the Construction Office. Prepare and submit reports to the State of New Jersey as required.
- Maintain all records and files of the Construction Office.
- Work with other municipal employees to resolve issues as needed.
- Performs duties as Secretary for the Occupancy Administrator by scheduling housing inspections for homes and rentals and processing Certificates of Occupancy.

### **KNOWLEDGE:**

- Knowledge of UCC regulations and requirements as related to the activities of the Construction Office.
- Knowledge of PCs, and Microsoft Office.

### **ABILITIES:**

- Ability to analyze and apply the laws regulating Construction permitting activities.
- Ability to analyze and interpret the relevant codes and ordinances and the New Jersey Uniform Construction Code.
- Ability to handle confidential and sensitive data professionally.
- Ability to establish and maintain files according to statutory guidelines.
- Ability to read, write, and speak effectively.
- Ability to use a computer for data entry, internet research, report preparation, etc.
- Ability to operate office equipment (copier, fax, etc.)
- Ability to work with the public, professionals, and the members of the governing body in a professional, courteous and supportive manner.  
Interface with state and federal officials/departments in a professional manner.
- Ability to work collaboratively with Department Heads and coworkers in a courteous and professional manner.
- Ability to think logically and analyze problems to determine effective solutions.
- Ability to understand a significant number of different topics/activities/requirements.
- Ability to handle difficult situations and/or personalities.

- Ability to exercise independent judgment in evaluating situations and in making proper determinations.
- Ability to organize assigned work and develop effective work methods.

**QUALIFICATIONS:**

- College degree preferred, High School diploma as a minimum.
- Technical Assistant to the Construction Official certification is preferred but not required.