

# Charter Township of Brandon Planning & Building Department

## Building Clerk Job Description

### **SUMMARY:**

This position is responsible for performing specific functions of the Planning and Building Department and requires computer knowledge of Microsoft Office programs. An individual in this position must possess excellent organizational, interpersonal and multitasking skills. A primary responsibility of this position requires working in the BS&A with emphasis on accuracy and speed.

### **KNOWLEDGE AND EDUCATION:**

1. High school diploma or General Education Degree (GED)
2. Computer literate
3. Proficient with Microsoft Word, Excel
4. Proficient with BS&A

### **DAILY WORK RESPONSIBILITIES:**

1. Answer all phone calls for the Planning & Building Department & backup calls for Supervisor & Assessor's office. Interact, greet and assist the public, builders, developers and other departments as needed.
2. Perform typing responsibilities for the department that includes:
  - a. General correspondence
  - b. Building permits
  - c. Form letters & records
  - d. Agenda's for the Planning Commission & Zoning Board of Appeals
3. Daily in-loading of department computer, to maintain filing system that includes the following:
  - a. All correspondence, all inspection results
  - b. Building, Electrical, Heating and Plumbing permits
  - c. Enforcement violations
  - d. Reports from various Township Boards, Commissions and County Agencies.
4. Provides preliminary review of all construction applications to insure that all required information is submitted and review plot plans for compliance with Township Zoning Ordinance.
5. Schedule all appointments for Department Head.
6. Schedule inspections and coordinate building, electrical, heating, plumbing, fire department (driveways) and violation notices follow-ups.
7. Issue building, electrical, heating and plumbing permits.

8. Assist in the Planning Commission and Zoning Board of Appeals information packets to commission/board members.
9. Process paper work, mailing and filing for violations of ordinances and processing pictures taken of violation, sending out letters of violation processed by director. Reschedule Director for follow up on violations.
10. Perform bookkeeping duties for Planning & Building Department which includes the following:
  - a. Inspection payments to electrical, plumbing and heating inspectors.
  - b. Distribution of monthly meeting fees to all Planning Commission and Zoning Board of Appeals members.
11. Vacant property registration: Application – info input with  
Follow up of inspections and issue new Certificate of Occupancy.
12. Assist in other departments as necessary.
13. Other duties as may be assigned.

### **Skills and Abilities:**

- **Interpersonal** –Focuses on solving conflict; Listens to others; Keeps emotions under control; Remains open to others' ideas.
- **Oral communication**-Speaks clearly and persuasively in positive or negative situations both in person and over the phone; Expresses ideas clearly and concisely.
- **Written communication**-Writes clearly and informatively; Edits work for spelling and grammar; Expresses ideas clearly and concisely.
- **Typing**-Ability to type with speed and accuracy.
- **Organizational support**-Follows policies and procedures; Completes administrative tasks correctly, quickly, and under operational deadlines with possible interruptions; supports the organization and departments goals and values.
- **Problem solving**-Identifies and resolves problems in a timely and reasonable manner; Gathers and analyzes information skillfully; Uses reason and exercises good judgment when analyzing and solving problems.
- **Customer service**-Ability to work with residents, contractors, developers, architects, engineers and employees in an efficient and professional manner; Meets commitments.