

TOWN OF EAST GREENBUSH

Job Announcement



The Town of East Greenbush is currently seeking applications to fill the position of Building Department Clerk.

MINIMUM REQUIREMENTS

Applicant must reside within the Town of East Greenbush. Four year degree or equivalent work experience preferred. A candidate should possess excellent oral and written communication skills. As well as the ability to work with a diverse population and to communicate in a clear and concise manner.

GENERAL STATEMENT OF DUTIES

The Clerk of the Building Department performs routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintains paper and electronic files and providing information to callers and general public visitors.

DISTINGUISHING FEATURES OF THE JOB

The Clerk works closely under the direction of the head of the department with daily operations of the Building Department. The Clerk works closely with the Planning and Zoning Department and the Assessor's Office. The Clerks position falls under the CSEA Union Collective Bargaining Agreement.

TYPICAL WORK ACTIVITIES

Answer telephones and directs calls to appropriate building and/or codes official; takes messages as needed;
Manage daily schedule by scheduling appointments and meetings;
Completes forms in accordance with Town Law, such as weekly and monthly reports;
Takes in payments for permits, and assists with weekly reconciliation;
Composes, types and distribute routine correspondence and reports.

GENERAL STATEMENT OF DUTIES

- Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files while providing information to callers and to the general public.
- Greet customers and callers; receipt their inquiries while directing them to the appropriate person according to their needs.
- Locates and attaches appropriate files to incoming correspondence requiring replies.
- Schedules and confirms appointments for inspections and complaints.
- Maintains a daily log work of the Building Department.
- Make copies of correspondence and other printed materials.
- Open, read, receipt and distribute incoming mail and material to be addressed.
- Responsible for maintaining the paper and electronic filing system for records, correspondence and other material for the department.
- Assist in researching necessary information for requests, such as FOIL, Zoning and Research requests.
- Manage office e-mail system and direct inquiries as needed.
- Responsible for management and ordering of office supplies for department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES

- Applicant must have a thorough knowledge of the Building Departments filing system and database.
- Ability to prepare reports and maintain records within the department, as well as the ability to work with other offices to retrieve information.
- Must be organized and possess efficient time management skills to effectively manage department's schedules.
- Must have ability to work well with the public and contractors.
- Must possess the ability to use a PC-based network, database, word processing and spreadsheet applications, strong word-processing skills; ability to draft written communications.
- Clerk must also be honest, thorough, tactful and able to use good judgement.

All applications must be submitted to the Supervisor's Office no later than **Wednesday, March 15, 2017** email applications and resumes to LObrien@eastgreenbush.org

Contact Name:	Lisa O'Brien	Email:	LObrien@eastgreenbush.org
Phone:	518-477-4775	Fax:	518-477-2386
Address:	225 Columbia Turnpike, Rensselaer, NY 12144		