



Town of Jamestown
JOB DESCRIPTION:
Building & Zoning/Tax Assessor Clerk
Building & Tax Assessor Departments

Job Title: Building. & Zoning/Tax Assessor Clerk	Type of Position: Full-time
Unit/Division: Building & Zoning/Tax Assessor	Reports to: Building Official /Tax Assessor
Review: Every Two Years	Last review date: 10/30/2024

GENERAL DESCRIPTION

Under the supervision of the Building Official and Tax Assessor, the clerk is responsible for the efficient operation of all clerical functions of the departments, frequently exercising considerable independence of action in carrying out routine assignments and making decisions within the limits of established policies and practices.

DUTIES AND RESPONSIBILITIES

1. Working under the direction of the Building Official and /or Tax Assessor, performs a full range of administrative tasks pertaining to the building permitting process and related records management.
2. Responds to inquiries from the public, contractors and other parties regarding building, construction and assessment matters. Answers phones, responds to walk-in requests, and otherwise facilitates the on-line permitting process by providing information and guidance on various requirements and procedures.
3. Maintains a complete record-keeping system for building-related documents and tax assessor related documents, according to established standards. Enters permits, building and trades inspections, certificates of occupancy and project related data.
4. Schedules building inspections. Coordinates trade inspections, assuring they are completed before rough and final building inspections are scheduled.
5. Receipts incoming money and maintains accounts payable for the Building & Zoning Departments.
6. Prepares and posts monthly agenda for Zoning Meeting and provides packets to Zoning Board Members.
7. Attends and clerks monthly Zoning Board Meetings.

JOB REQUIREMENTS

1. High School diploma or equivalent.
2. Previous administrative assistant experience, preferably in building/construction or municipal setting preferred.
3. Knowledge of principals and procedures of office management effective records retention.
4. Must possess excellent written and oral communication skills.
5. Ability to deal with the public in a courteous and efficient manner.
6. Any equivalent combination of education and relevant experience can be considered.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

This position is in an office setting and requires the ability to sit for extended periods, operate a computer keyboard and mouse, occasionally lift light objects, walk short distances, and have good close vision for computer work; while working conditions would usually describe a standard office environment with moderate noise levels, comfortable temperature control, and minimal physical exertion.

The duties listed above 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to perform all essential functions of the job. Other duties may be required by the Building & Zoning Officer or Tax Assessor.