Charter Township of Orion

Full-time Position Available
Clerk II - Building

The Township is seeking qualified applicants for the position of full-time Clerk II - Building. Duties include, but are not limited to, assisting public and contractors over phone and in person, scanning physical documents for record retention, paper filing of building permits and documentation, monitors Building Department general email; processes incoming mail, schedules code enforcement investigations, processes permits as needed; serves as back-up to Permits Technician, processes FOIAs. Applicants must be able to establish effective working relationships with both the public and other Township departments, and performing a variety of clerical skills. Applicants must have excellent communication skills.

Minimum qualifications include knowledge normally acquired through completion of a high school degree or equivalent, one to two years of general clerical experience, computer skills in word processing, database and spreadsheet applications (BS&A, LAMS, Property Gateway and Laserfiche experience preferred), mental ability to handle pressures when dealing with concerns of the public and contractors, and physical ability to work at a counter and lift boxes of files weighing up to 30 pounds.

Scroll down to review job description.

Starting pay is $16.36 per hour plus benefits. This is a Level 3 Technical Unit union position. Approved applicant must pass a complete physical and drug screening along with background check.

Please submit your cover letter, resume and completed application to the Orion Township Supervisor’s Office, 2323 Joslyn Road, Lake Orion, MI 48360. Position open until filled.

Chris Barnett
Supervisor
Charter Township of Orion

Job Description

Job Title: Clerk II – Building
Department: Building
Reports to: Building Official
Union Affiliation: Technical Unit
Position Level: 3
FLSA Status: Non-Exempt

Job Summary

Under the general direction of the Township Building Official, performs a variety of administrative support duties and office support activities related to Building Department issues.

Essential Job Functions

The 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 level and/or class of this position.

1. Professionally greets and assists the public and contractors over the phone and at the counter, directing individuals to the appropriate department and/or building personnel.

2. Scans physical documentation to produce digital copies for record retention of Building Department files in Township designated record retention applications.

3. Responsible for paper filing of building permits and documentation.

4. Monitors Building Department email and dispenses to appropriate Building Department personnel.

5. Receives and distributes incoming mail.

6. Schedules ordinance violation and code enforcement investigations, resolutions, follow-up, and uploading associated photos and documentation in Township designated software.

7. Processes permits as needed to assist with Department workload per recommendation from the Building Official or Building Coordinator.

8. Serves as backup to the Permit Technician as needed.

9. Researches and processes FOIA requests.

10. Other duties as assigned.
**Job Qualifications**

1. The job requires knowledge normally acquired through the completion of a high school degree or equivalent.

2. One to two years of general clerical experience.

3. Interpersonal skills necessary to communicate with other Township personnel in the exchange of information and to effectively communicate with the general public in situations requiring tact and patience.

4. Computer skills necessary to effectively utilize word processing, database, and spreadsheet software applications. BS&A, LAMS, Property Gateway, and Laserfiche experience preferred.

5. Mental ability to handle pressures related to dealing with the concerns of the general public and contractors.

6. Mental ability to handle monotonous job tasks at times.

7. Physical ability to work at a counter when assisting the general public, sit for extended periods of time, and lift boxes weighing up to 30 pounds.

**Working Conditions/Physical Demands**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

1. Ability to share office space and potential low level of noise associated with an open office concept and floor plan.

_I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management retains the right to change this job description at any time._

___________________________
Employee Signature

___________________________
Date

___________________________
Human Resources

___________________________
Date

_This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. This document is not intended to be a contract between the employee and the employer._

_Orion Township is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, height, weight, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need._
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