

BUILDING AND ZONING CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of responsible and complex clerical assistance work in a municipal building and zoning office preparing and maintaining building and zoning records and answering questions from the public. General supervision is received from the Building Inspector. Does related work as required.

TYPICAL WORK ACTIVITIES:

Deals with the public in person and by telephone answering questions on fire prevention, building, plumbing, electrical, health, energy, environmental codes and laws;

Reviews plans and drawings for new building additions and alterations and after conferring with Building Inspector, makes decision regarding compliance with the zoning law and forwards applications to municipality or Planning Boards when necessary;

Processes all building permits and certificates of occupancy;

Prepares forms and reports for various municipality, County, State and Federal agencies in building and zoning areas;

Researches and answers various questions regarding building and zoning codes and regulations;

Checks survey of property, County maps, zoning maps and municipal code for zoning conformance in event of conflict in zoning--informs applicants of option to ask variance from Zoning Board of Appeals;

Logs complaints regarding zoning violation--if violation is found, refers matter to zoning officer;

Composes and repairs all clerical work involved in building and zoning area.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of municipal building and zoning codes, laws and regulations in the building and zoning field; good knowledge of local municipality including geography and government; ability to interpret maps and blueprints; ability to deal with public effectively in a fair and equitable manner; ability to work independently without close supervision; initiative; accuracy; courtesy; dependability; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical or public contact experience, one (1) year of which required knowledge of zoning regulations and New York State Uniform Fire Prevention and Building Code.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.