

Building Clerk

The Charter Township of Huron is accepting applications for a part time Building Clerk. Pay rate is \$13.00 dollars an hour. Not to exceed 1508 hours per year. This position interacts frequently with the public so a pleasant demeanor and helpful attitude is critical as well as the ability to complete tasks while there are frequent interruptions.

Job duties include but are not limited to: assist public at Community Development counter; reviews and processes applications for a variety of licenses and permits including Building Permits; schedules inspections, managing the Building Department records. The job requires working closely with the Director and Operations Manager of the Community Development Department, Building Inspectors, Planning and Zoning Clerk, and Code Enforcement/Zoning Officer.

Completion of high school diploma is required and at least 2 years of municipal government experience is desired. Building Department experience using BS&A software preferred. Proven ability to communicate with the public over the telephone and in person is required for the position as well as the ability to adapt to varying levels of work-loads and changes in work priorities.

Send a resume outlining prior experience and a cover letter to Cara Vandiver, Operations Manager, 22950 Huron River Drive, New Boston, MI 48164 or email to cvandiver@hurontownship-mi.gov no later than May 6, 2016 at 4:30p.m.