



Sr. Development Clerk

The Charter Township of West Bloomfield is accepting applications for a full time Senior Development Clerk for our Building Department.

Under the direction of the Building Director, performs a variety of clerical support functions for the development services departments. Assists in processing various building, zoning, environmental, engineering and planning permits and applications. Maintains all records in regards to applications, permits, projects and inspections. Responds to public inquiries related to policies, procedures and specific cases ensuring support for phone and counter services. Prepares materials for and attends public hearings and meetings of various boards.

Qualifications:

- Bachelor's Degree –strongly **preferred**.
- Familiarity in the use of computers or computer based equipment preferred.
- Three or more years of experience with data entry, word processing, file maintenance.
- Exposure to working with blueprints, plat maps, land survey maps and topographic maps preferred.

This full-time position offers a complete benefit package. Salary is based on experience: \$37,479.00 to \$50,700.00.

Applications can be obtained from our web-site:

http://www.wbtownship.org/how_do_i/apply_for/job/index.php,

at the Human Resources Department, 4550 Walnut Lake Road, West Bloomfield or by calling (248) 451-4795. **Applicants must complete an employment application to be considered for this position. Completed applications can be sent to resume@wbtownship.org.**

Applications must be received by Tuesday, September 24, 2019

EOE



WEST BLOOMFIELD TOWNSHIP

Job Description

Sr. Development Clerk

Adopted: 10/23/12
Pay Grade: 4.0

General Summary:

Under the direction of the Building Director, performs a variety of clerical support functions for the development services departments. Assists in processing various building, zoning, environmental, engineering and planning permits and applications. Maintains all records in regard to applications, permits, projects and inspections. Responds to public inquiries related to policies, procedures and specific cases ensuring support for phone and counter services. Prepares materials for and attends public hearings and meetings of various boards.

Representative Duties and Responsibilities which may be considered Essential Function(s):

Clerical:

- Answers: phones and inquiries by providing information regarding building codes, engineering, environmental, planning and zoning ordinances, departmental procedures and policies.
- Compiles: all pertinent information on applications for various permits.
- Coordinates: all information required for development services projects and permits.
- Prepares: correspondence, daily/monthly/quarterly/yearly reports, copies of required materials, Freedom of Information Act requests, and materials for inspections, public notices, and for storage.
- Distributes: reports, mail, minutes including posting minutes and synopsis of meetings, appropriate forms/applications.
- Files: to physical/electronic files and retrieves materials from files.
- Enters: data, permits, inspections, inspection results into databases
- Informs: applicants, contractors, architects, attorneys, and the public of application and permit processes, policies, and status. Assists public with maps concerning utility locations, zoning districts, natural resources and other infrastructure information.

Clerical (continued):

- Maintains: application and permit records, construction plans, and files.
- Processes: permit applications, licenses, and outgoing mail.
- Schedules: inspections, appointments for inspectors.

Control/Technical:

- Coordinates: documentation required to process applications / appeals.
- Organizes: materials for agenda packets for various boards and record keeping and file management.

Special Items:

- May be assigned unique tasks to the department within the competency level of the other tasks described in this document.
- The preceding statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Performs other related duties as required.
- May prepare minutes for public hearings and meeting.
- Recommends processes to improve efficiency / effectiveness of processes in the department.
- Troubleshoots problems with office equipment.

Qualifications:

- Bachelor's Degree –strongly preferred. **(Note: This requirement does not apply to current Township employees).**
- Familiarity in the use of computers or computer based equipment preferred.
- Three or more years experience with data entry, word processing, file maintenance
- Exposure to working with blueprints, plat maps, land survey maps and topographic maps preferred.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria. Additional experience or education may be substituted on a two for one basis to meet minimum requirements. See ADA requirements for additional requirements.

Equipment and Tools Used:

Personal computers, copiers, calculators, microfiche equipment, mail machine, PC software (word/excel/access), blueprints, blue print copier, and plat maps.

Abilities:

Math - An understanding of percentages, fractions, ratios, rates, measurements and calculations

is required.

Reading - Ability to read, comprehend, and interpret moderately complex manuals and instructions (including ordinances).

Writing - Ability to write instructions and communicate problems, procedures for supervision or for others. Ability to write correspondence to Township Officials, employees, customers, as well as state and federal agencies. Ability to transcribe digital/electronic recordings to written documents.

Speaking - Ability to clearly communicate information and questions related to all aspects of the job in person and over the phone correct English.

Physical Requirements:

Lifting - up to 30 pounds on an occasional basis.

Pushing - ability to transfer/push materials up to 60 lbs by pushing or the use of lift carts.

Movement - Ability to maneuver as necessary to use copier and personal computer equipment or supplies.

Kneeling, stooping occasionally.

Walking - frequently; Standing - occasionally; Sitting –frequently.

Use of hands – constantly.

Reaching – frequently.

Vision - near vision required, color vision required.

Hearing - must be able to hear and understand normal speech in same room and on phone.

Environment and Hazards:

Noise - office environment.

Electrical hazards - rarely.

Caustic chemicals - no.

Extreme outdoor temperatures - no.

Traffic hazards – no.

Atmosphere hazards - no.

Moving equipment hazards - no.

Slip hazards – no.

Building hazards – no.

Dangerous persons - rarely.

High Pressure lines – no.

Heights – no.

Weapons - no.

Dust – no.

Biohazards – no.

The Charter Township of West Bloomfield values diversity in its workforce and is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran’s status, disability, or any other basis prohibited by federal, state or local laws.