



New Hanover Township Job Description

Job Title: Zoning Clerk
Category: Non-Exempt

Department: Zoning Department
Supervisor: Zoning Director

POSITION SUMMARY:

The Zoning Clerk performs various office tasks to support the Zoning Department.

POSITION REQUIREMENTS:

This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties might be required.

- Assist residents with the building permit application process
- Coordinate and help manage the permit process
- Assist with permit reporting and financial tracking
- Coordinate requests for additional information
- Schedule inspections for open permits
- Receive, log and coordinate residential complaints
- Track deadlines related to the ordinance enforcement
- Prepare information packets for the Zoning Hearing Board
- Coordinate posting of property and mailing notices
- Coordinate and prepare various notices
- Research and provide monthly building permit data for the Census Bureau
- Maintain filing systems as required
- Other duties as assigned

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- High school diploma or GED; Associates Degree or Paralegal Certificate preferred
- Two (2) years to five (5) years of administrative experience preferred
- Proficient in Microsoft Word and Excel

NECESSARY OCCUPATIONAL TRAITS:

- Considerable knowledge of planning, zoning and building procedures and function
- Ability to maintain complex administrative records and to prepare accurate reports and correspondence
- Ability to communicate in an effective manner with employees and the public
- Ability to learn new software programs, i.e. accounting software, billing software, scanning and imaging software
- Ability to efficiently organize work tasks, and practice good time management skill

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to sit, stand, bend, stoop, squat, kneel and reach above shoulder level for up to 75% of their shift while completing operations and maintenance tasks. The employee may needs the ability to lift and carry 50 lbs. on an occasional basis.

SELECTION GUIDELINES:

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed 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.

Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job related tests might be used to evaluate a candidate's qualifications for this position.

Applicant's Signature: _____

Date: _____