



BUILDING DEPARTMENT CLERK (PART-TIME)

Alpine City
20 North Main
Alpine, Utah 84004
(801) 756-6347 ext. 3

Job Title: Building Department Clerk (Part-Time)
Department: Building Department
Reports to: City Administrator
Status: Part-Time, (non-exempt, hourly)
Wage: \$12-14 per hour, DOQ
Close Date: Open until filled
Hours: 20 hours per week

Position Summary:

This position is responsible for performing a variety of clerical, secretarial and administrative support for the Building Department, City Planner, and City Administrator, and other duties as assigned.

Employee in this classification is responsible for:

- Provide excellent customer service to construction professionals and the public.
- Responsible for various data processing, record keeping.
- Receive applications and plans for new homes and projects in the city.
- Process plans through Engineering and Plan Reviews.
- Keep detailed and organized records of all plans and permits.
- Work with Public Works on Stormwater Pollution Prevention Plan (SWPPP) requirements.
- Keep track of bonds and refunds.
- Calculate building permits.
- Issue building permits, send utility clearances, and track approved accessory apartments.
- Work with Xpressbillpay for payment processing.
- Work with utility companies on street cut permits.
- Generate inspection list and fill out inspection forms for the Inspector.
- Answer emails, phone calls and walk-in building questions, permit and setback questions.
- Update building forms, applications and binders.
- Assist with Planning Commission meeting minutes, recordings and record keeping.
- Performs additional assignments as needed.

Required Knowledge, Skills and Abilities:

- Knowledge of secretarial and office practices and procedures; business English usage, spelling, grammar, and punctuation. Organization, procedures, and operating details of a

City/ City government functions, policies, rules and regulations preferred but not required.

- Skilled in office management duties; word processing; spreadsheets, composing correspondence, handling multiple projects with interruptions, prioritizing and organizing workload to meet deadlines.
- Experience in Word, Excel and PowerPoint.
- Ability to communicate clearly and concisely, orally and in writing using correct grammar, spelling, and punctuation; compile and maintain reports. Complete reports and answer questions. Read, understand, interpret, and explain rules and regulations. Coordinate work with other staff members. Can take initiative, work within a team and deal with people in a manner which shows sensitivity and professionalism.

Physical Demands:

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.

While performing the duties of this job the employee is frequently required to stand, sit, reach with hand and arms, and lift up to 25 pounds. The employee must occasionally lift and/or move more than 25 pounds. Duties require sufficient mobility to work in a typical office setting and use standard office equipment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to moderately quiet in-office settings, and occasionally to outside weather conditions.

Minimum Qualifications:

- High school graduation or GED, and
- One (1) year of related experience; or
- An equivalent combination of education and experience.
- The successful candidate will be required to pass a pre-employment drug screen and a criminal background investigation.
- Must have a valid Utah driver's license.

Application instructions:

Qualified applicants must sign and submit a completed Alpine City employment application to the Alpine City Human Resources Department. The employment application can be obtained at the Alpine City Hall or online at www.alpinecity.org. Completed applications may be submitted via email (send to cortnie@alpinecity.org), via mail, or at the Alpine City Hall. Applications received after the position close date will not be considered. All sections of the application must be completed and legibly filled in. Additional information may be attached if necessary.

Applications that are incomplete, that do not specify the job applying for or that list multiple positions will not be considered.

Applicants needing further information regarding the position or needing assistance due to a disability should contact Cortnie Graham (cortnie@alpinecity.org).