

JOB DESCRIPTION

PERMIT CLERK AND ADMINISTRATIVE ASSISTANT

The position of the Permit Clerk and Administrative Assistant includes, but is not limited to, the following:

- In the absence of the Office Coordinator, open the office, pick up the mail at the Post Office and sort and open the mail. Assist residents and contractors who come into the office.
- Mail permits and Certificates of Occupancy letters, etc., for the Code Enforcement Officer as requested.
- Assist Code Enforcement Officer with filing and scheduling of inspections.
- Assist Code Enforcement Officer with reviewing all UCC permit applications, as well as entering them in the Borough system. Process the permit on behalf of the Code Enforcement Officer.
- Assist Code Enforcement Officer with Inspections- On site.
- Assist Zoning Officer with Inspections – On site.
- Assist Zoning Officer with permit applications for completeness and entering them into the Borough System.
- Meeting mailings & Main Meeting Room Set-up and Preparation for all Borough Meetings.
- Type correspondence and envelopes as requested.
- File Manager's paperwork.
- Man the front desk and answer telephones in the event there is not coverage by the Office Coordinator, accept sewer and tax payments, housing license payments, distribute and receive permits, answer questions from residents and contractors.
- Receive contractor registration forms, issue and mail licenses, and record same.
- Log in revenues on Daily Receipt log for the Sewer Fund and General Fund.
- At the end of the year, prepare new Vendor Files.
- Prepare tax certifications for mortgage companies.
- Scan and file all paid bills in vendor files.
- Assist with mailing of real estate taxes.
- Record real estate tax monies received.
- Assist with deposits of all funds.
- Answer telephone calls from mortgage companies regarding real estate taxes.
- Assist the Treasurer with all duties regarding real estate taxes
- Assist the Borough Manager with special projects
- Perform any and all other duties as requested by the Borough Manager
- In January, all landlords of investment properties are billed for the license to rent that is issued annually. Record all licenses then file in tax parcel files. Assist Office Coordinator with this process.
- New landlords of investment properties are sent letters assessing the one-time initial fee and the current year license fee, together with appropriate reporting and inspection forms required by Borough Ordinances. Assist Office Coordinator with this process.
- Assist with quarterly sewer billing and past due notices
- Assist in posting all sewer and tax payments.
- All other duties as directed.