



## **Permits Clerk (Full-Time)**

Upper Merion Township, located in King of Prussia, PA is looking for an energetic and highly motivated **Permits Clerk** who will report directly to the Permits Officer. The **Permits Clerk** will perform duties that are administrative and clerical work of above-average difficulty. The employee in this position assists the Permits Officer in the permit process of receiving, distributing, and issuing permits. Emphasis is on the ability to serve as liaison to the public for building and related permits, and maintain all permit records through accurate, timely data input and permit file maintenance.

The **Permits Clerk** will be responsible for (including, but not limited to):

- Receives building permit and contractor registration applications for building, sign, road occupancy, temporary use, contractor registrations, etc. for accuracy and omissions/completeness OR reviews submittal documents for commercial, industrial, and residential applications, to determine completeness before accepting construction plans for review by inspectors. in person and by mail
- Calculates and collects fees according to establish Fee Schedule.
- Inputs permit data into a computer, issues permits, and contractor registrations.
- Scans contractor registrations and permits into Permitting Software.
- Maintains historical records according to Township address.
- Scanning of plans, permit applications, notes for electronic Document Imaging, and/or storage to software.
- Mains correspondence involving contractor registrations, permits, and certificates of insurance.
- Enters data into the permitting system on a daily basis.
- Retrieves data from the online entry process.
- Calculates/creates balance sheet for submittal to Accounting Department.
- Assists in RTK information procurement.
- Acts as the Permit Officer in his/her absence.
- Interactions with visitors at Public Service Window regarding Township inquiries.
- Communicates with outside government agencies.
- Responds to telephone, written, and email inquiries regarding permits, departmental policies, and procedures as they apply to permit submission, contractor registration information, and Township Building and Zoning Codes; provides information and refers complaints to the appropriate inspector.
- Interacts with contractors, township residents, architects, and the public.
- Maintains and files records and correspondence on permits, permit requirements, and the fee schedule.
- Accesses, inputs and retrieves data from a computer.
- Composes reports and correspondence.
- Calculates and types codes enforcement reports, correspondence, and memos.
- Maintains office supplies for Permits Office and Safety & Codes Enforcement Department as needed.
- Calculate mathematical operations of moderate difficulty.
- Deals tactfully and impartially with the public.
- Performs related duties as required.

### **Minimum Education, Training, and Abilities Required:**

- High school education or equivalent.
- Secretarial or business school training.
- Experience in a business office, preferably in the construction field, or municipal area.
- Customer service experience.
- Proficient in computer use, particularly as related to data management and permitting software.
- Typing, data entry, Microsoft Word, familiarity with Microsoft Excel, Accepted basic cash management and accounting procedures.
- Knowledge of business correspondence and office practices.
- Knowledge of and understanding of general building construction methods & practices.
- Some knowledge of PA Uniform Construction Code for permit and inspection requirements.

- Knowledge and understanding of municipal government operations.
- Knowledge of Township geographical area including residential/commercial areas and street locations.
- Knowledge of accepted practices of cash management and basic accounting procedures.
- Any combination of education, training, and experience that provides the required knowledge, skills, and abilities.

**Additional Requirements:**

- Stand, walk, carry drawings, bend and reach at all levels occasionally, sit, handle office implements, and perform fine manipulation frequently.
- Work effectively with others.
- Communicate effectively.
- Mathematical competency.
- Understand and carry out verbal and written instructions.
- Ability to meet with the public and effectively explain the Township's codes, standards, and ordinances, including the intent thereof and general Township information.
- Ability to establish and maintain effective working relationships with developers, builders, property owners, and Township Officials in situations that may involve stress.
- Ability to exercise good judgment, courtesy, and tact when receiving all calls and visitors and in settling problems.
- Ability to perform mathematical computations accurately.
- Ability to keep accurate and complete accounting and permit records.
- Ability to communicate effectively in both oral and written form, utilizing correct English usage, spelling, grammar, and punctuation.

**How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting [Application-UMT-Employment.pdf \(umtownship.org\)](#) and submit the **full job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org). Applications will be accepted until the position is filled.

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