

# Village of Skaneateles

26 Fennell St., Skaneateles, New York 13152



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Mary Sennett, Mayor

Gregg Eriksen, Trustee

Ed Evans, Trustee

Tara Lynn, Trustee

Kathleen Zapata, Trustee

Jordan R. Pavlus, Village Attorney

Laurie Walter, Village Administrator/Clerk

## **PART TIME CLERK TO THE CODES ENFORCEMENT OFFICE**

Work with and provide support for the Codes Enforcement Officer and Deputy Codes Enforcement Officer

### **DUTIES MAY INCLUDE:**

Provide excellent customer service to all clients of the Village Codes Department. Clearly communicate local requirements to residents and other constituents in order to assist them with their property changes.

Review submitted application and check that all required information is complete.

Receive completed application files, cull for duplicates items, make file folders and file.

Collect monies for those picking up permits and review with them all required inspections.

Answer phone at times, answer questions, if possible, write return message notes.

Maintain an organized office and consistent record-keeping as required by policy.

Develop process and tracking mechanisms as needed.

Update Codes Department information on the Village web site.

Work closely with the Village Office staff to manage required payments for Codes activities.

Use information technology to efficiently track departmental requests.

Perform other relevant duties as assigned.

### **MINIMUM QUALIFICATIONS**

2 years office work experience which involved the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures

Experience with Microsoft Office

Preference may be given to someone with experience in building codes or municipal planning.

Preference may be given to a Village of Skaneateles resident

College Degree Preferred