

**TOWN OF SCITUATE  
195 DANIELSON PIKE  
SCITUATE, RI 02857**

**POSITION: BUILDING/PLANNING/ZONING CLERK – PART-TIME**

**POSITION SUMMARY:**

Within the Building Office, who shall work under the supervision of the Building/Zoning Official.

**GENERAL DUTIES / JOB DESCRIPTION:**

Perform a variety of duties that are related to the office operation.

Assist with data entry of building, plumbing, electrical & mechanical permits in the Opengov portal.

Ability to schedule inspections for Building Official, Electrical, Plumbing & Mechanical Inspectors.

Compile permit information required for transmittal to the State or other departments.

Compile & balance permit fee transfers to the Treasurer's office.

Compile monthly reports for Town Council meeting packets.

Ordering of supplies for the department.

Answer telephone calls, greet the public and assist requests relating to Building/Planning/Zoning. Have the ability to work with the general public in a professional and courteous manner.

Performs clerical tasks such as computer entry, filing, making copies. Performs other related duties as assigned.

**REQUIRED KNOWLEDGE AND SKILLS:**

General knowledge of state and local laws governing building, zoning and land use.

Ability to operate a computer and related computer software pertinent to the office.

Ability to make minor decisions in accordance with laws, ordinances and regulations.

Ability to deal tactfully, courteously and harmoniously with the public.

Ability to operate general office equipment.

**REQUIRED QUALIFICATIONS:**

A high school degree. Must be proficient with computers and office data entry.

**PHYSICAL REQUIREMENTS:**

Must be physically able to sit or stand at an assigned location and work continuously for extended periods of time.

Must be able to operate all office equipment and file cabinets.

Must be capable of carrying light loads, such as permit files and deed books when necessary.

**POSITION SUMMARY AND SALARY RANGE:**

This is a part-time position, 25-27 hours per week, 8:30 am to 4:00 pm with a half hour lunch break. Benefits include medical, dental, life insurance, and mandatory participation in the State of Rhode Island Municipal Employees Retirement System. There is paid sick leave, paid personal leave and vacation time available, as described in the Employee Handbook.

**SALARY RANGE:** \$17.50 - \$20.00 per hour

**SUBMIT RESUME BY MAY 30, 2022 TO:**

**SCITUATE BUILDING OFFICE  
PO BOX 328  
N SCITUATE RI 02857**