



## **Building Clerk:**

### **Job Duties Include, but are not limited to:**

- Responsible for processing building permit applications and development charges through entering fees in JD Edwards and creating digital files in AMANDA
- Ability to coordinate development charges, issue building permits and approved drawings to the applicants
- Coordinates building inspection and violation requests by entering requests in AMANDA, creates file, prints off and sends out violation orders
- Responsible for managing petty cash, ordering and monitoring of office supplies for the department and handling the incoming and outgoing mail for the building approvals section
- Responsible for processing of the sections finances under the guidance of the Finance Department of the Town of Ajax, which includes but is not limited to, the processing of invoices, purchase orders, and requisition orders
- Assist with the front counter and telephone duties for the building approvals section and when other staff responsible for providing the same service are not able to perform their duty due to workload or absence
- Responsible for the processing and payment of professional memberships and dues for Building Approvals Section staff
- Responsible for purchasing and coordinating clothing orders for the Building Section
- Provides back up and assists the Building Information Specialist with Freedom of Information Requests and Property Information Requests as needed
- Monitors and coordinates all building inspection requests received through the main building phone line, fax or building inspections e-mail
- Accurately enters all building inspection requests and violations into AMANDA and assigns to the Building Inspector for investigation, including answering inquiries and coordinating scheduling of inspections with the resident and inspector.

### **Qualifications/Skill:**

- 3 year College diploma in business or office administration
- Minimum 2 years of experience with Advanced computer skills (Microsoft Office, AMANDA, Laserfiche, MapViewer, JDEdwards, Versatile)
- Customer service experience (2 years)
- Purchasing procedures (2 years)
- Invoicing and cash receipts (2 years)
- File maintenance (1 year)
- Municipal government experience with a basic understanding of Building Department functions (preferred)
- Ability to read and understand building surveys, site plans, and construction plans is an asset
- Ability to research and analyze information as requested by the public and staff
- Excellent interpersonal and communication skills
- Strong organizational skills

### **Rate of pay:**

\$28.15 - \$30.48 per hour

This is a unionized position that works a 35 hour work week.

**Deadline to apply:**

Applications are accepted at [www.ajax.ca/careers](http://www.ajax.ca/careers) until **11:59 p.m. on July 30, 2021**.

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources of any accommodation you may require during the process.