COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION

CLASS TITLE: Assistant to the Building Inspector (Kiryas Joel) **TITLE #:1046**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for processing applications for building permits, zoning variances and subdivision and site plans. The work involves research into zoning laws, answering inquiries concerning zoning and subdivision requirements and maintaining files and records for the Building Inspector, Planning Board, Zoning Board of Appeals and Environment Review Board. Work is performed under the general supervision of the Building Inspector. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists applicants in completing forms for building permits, subdivision and site plan applications and variance applications;

Answers questions regarding zoning and subdivision requirements or directs questions to proper agency;

Maintains and updates separate files for Building Inspector, Planning Board, Zoning Board of Appeals and Environmental Review Board;

Compiles agendas for the Planning Board and the Zoning Board of Appeals;

Collects fees, ie. permits, planning, zoning, A.D.D.;

Checks outstanding engineering fees for the Planning Board for
assistance in final stamping of plans;

Reviews old building permit files and updates with correct tax map numbers and certificates of occupancy;

Performs various clerical tasks in conjunction with performance of assigned duties;

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of office terminology, procedures, and equipment; good knowledge of English; working knowledge of building and zoning ordinances; ability to understand and carry out oral and written directions; ability to get along with others; ability to write legibly; ability to interpret building and zoning ordinances; ability to demonstrate a working proficiency in the Yiddish language; clerical aptitude; mental alertness; accuracy; good judgment; neatness; tact and courtesy; integrity; good physical condition.

MINIMUM QUALIFICATIONS:

(A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of office clerical experience.

NOTE: An equivalent amount of experience as a building inspector or a member of a planning, zoning or other applicable municipal board may be substituted for the required experience in (A) above.

NOTE: Proficiency in the Yiddish language will be evaluated during the probation period.

Adopted: 3/6/00