

DEPARTMENT HEADS AND DIVISION CHIEFS

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PROMOTIONAL / EMPLOYMENT OPPORTUNITY

Vacancy No.: 004-1

Title of Position: Building Complaint Clerk

Vacancy exists in the Building Inspection Department.

Salary Range: \$15.25 - \$19.26 per hour/35 hours per week

Date Posted: January 4, 2016

Deadline for Applying: January 15, 2016

Remarks: This is a Classified/Bargaining Unit Position.

Examination Weight: 60% Written/40% Oral

Statement of Duties: Under the general supervision of the Director of Administration and the Office Coordinator of the Building Inspection Department will be responsible in handling all customer complaints regarding zoning and building violations. Duties include receiving all calls and correspondence regarding complaints for zoning and building violations; developing a log of all incoming calls for complaints; verifying building permits or zoning approvals for each complaint before sending inspector out to verify; assigning daily worksheets for the zoning inspector and building compliance specialist to verify complaint and/or recheck violations; typing all violation letters and mailing to the current property owner (regular and certified mail); maintaining a log of all certified mail (when sent out and when received back); preparing all court papers on properties that are non-compliant; attending Municipal Court sessions as required; tracking the status of complaints on a weekly/monthly basis; preparing a monthly report of the status of all complaints and violations; performing related work as required.

Education & Experience: Such as may have been gained through graduation from a standard high school with one to three years related work experience and or training; or any equivalent combination of education and experience.

T.D.D. 739-9150 Telecommunications Device for the Deaf

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER