



**CONTACT:**

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**FOR IMMEDIATE RELEASE 05/14/2021**

**PLEASE TAKE NOTICE**

**Fort Gratiot Charter Township is seeking a full-time person for the position of Building Department Clerk, Monday through Friday, 8:00 AM until 4:30 PM. Some evening meetings may be required periodically.**

**GENERAL SUMMARY:**

Under the Supervision of the Township Building Department Manager, acts as the initial contact person, either in person or remotely, for the Building Department. Performs record keeping and clerical support for the permit and inspection process. Assists the public with the permit process, from application through to permit issuance, as well as coordinating inspections. Performs related work, as required.

**EMPLOYMENT QUALIFICATIONS:**

Possess excellent communication and interpersonal skills, including the ability to work with the general public and create and maintain a good working relationship with co-workers, Township officials, and the public. Working knowledge of spreadsheet and word processing software, experience with the BS&A municipal software systems preferred. Be able to analyze complex data and exercise sound judgment without supervision. Ability to work within specific time constraints and meet deadlines. Knowledge or experience in the construction industry and/or municipal building department is preferred.

An employee in this class, upon appointment, should have the equivalent of an Associate's Degree from an accredited college or university with a major in Business or equivalent experience such as a minimum of two (2) years increasingly responsible work experience as a Building Department Clerk. Qualification as a Certified Permit Technician, or willingness to obtain said certification is preferred.

Full job description and application available upon request or online at fortgratiot.us. Interested persons will submit a signed and completed application, written letter and resume to the Clerk, prior to the deadline, below. Faxed copies are not accepted.

Submit all required documents by 4:00 PM on Thursday, May 27, 2021, by mail, in person by dropbox or by email to rbuechler@fortgratiot.us. Interviews will be scheduled and conducted as applications are received, and ideally will be concluded on Tuesday, June 1, 2021. Candidate must be able to satisfactorily pass a background check and drug test prior to employment.

<b>POSTED:</b>	<b>May 14, 2021</b>
<b>DEADLINE:</b>	<b>May 27, 2021, 4:00 PM</b>