JOB SUMMARY:
Under direction, supervises, plans and coordinates the activities of one (1) or more clerical unit(s) involved in the processing of documents in a variety of functions; performs highly responsible and varied clerical work; provides technical assistance in the issuance of construction permits to ensure compliance with the provisions of the New Jersey Uniform Construction Code; does other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews applications for commercial and residential permits to ensure all necessary information and documents are included and requests additional information as instructed or directed by the appropriate License Inspection Professional.
- Prepares reports, narratives, and correspondence.
- Establishes procedures, practices, and work methods to increase work unit effectiveness and efficiency.
- Supervises work operations and/or functional programs, and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting, and/or disciplining of employees.
- Knowledge of office routines, equipment, and practices.
- Knowledge of organizational rules, regulations, policies, and procedures.
- Knowledge of supervisory practices and techniques, after a period of training.
- Ability to comprehend established office routines and department regulations.
- Ability to organize assigned clerical work and develop effective work methods.
- Ability to supervise employees and evaluate their work performance.
- Ability to perform tasks accurately within prescribed time frames.
- Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.
- Ability to sort, index, file, and pull varied types of materials using an established filing system.

MINIMUM REQUIREMENTS:

- Three (3) years of experience in clerical work; one (1) year of which must have been performing duties at or equivalent to the Clerk 3 level.
- Proficient with MS Office, FastTrackGov, Primepoint and Edmunds software
- Excellent communications skills

Please submit cover letter and resume to the City of Atlantic City, Human Resources Department, Room #416, 1301 Bacharach Blvd., Atlantic City, New Jersey 08401 or email to achr@cityofatlanticcity.org by December 20, 2019.

The City of Atlantic City is an Equal Opportunity Employer.