



# Borough of Trappe

525 W. MAIN STREET, TRAPPE, PA 19426  
Phone: 610.489.7181 Fax: 610.489.8827  
[www.trappeborough.com](http://www.trappeborough.com)

Scott Martin, Council President  
Mallory Perlin, Council Vice President  
David Davis, Council Member  
Erin Wismer, Council Member  
Julie Bechtel, Council Member  
Stewart Strauss, Council Member  
Theresa Pammer, Council Member  
Matthew G. Wismer, Mayor  
Marcus V. Dolny, Borough Manager

## **OFFICE / PERMITTING CLERK**

THIS ENTRY LEVEL POSITION WILL DIRECTLY WORK WITH THE ADMINISTRATIVE DIRECTOR UNDER THE SUPERVISION OF THE BOROUGH MANAGER, HAVING THE PRIMARY RESPONSIBILITY FOR PROVIDING ADMINISTRATIVE SUPPORT TO THE COMMUNITY AND HANDLING PERMITTING APPLICATIONS.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Direct Contact Permitting
  - Processing of Permit
  - Scheduling and Inspections
  - Rental Program and Compliance
  - Work with Applicants
  - Close Out
- Answer and Route all Phone Calls
- Handle Daily Traffic
- Process Mail
- Newsletter Preparation
- Miscellaneous Tasks as needed

### **FURTHER DESCRIBED:**

- PERFORM A VARIETY OF ROUTINE CLERICAL AND ADMINISTRATIVE TASKS SUCH AS DATA ENTRY AND REPORTING FUNCTIONS, INITIATE AND PREPARE LETTERS, REPORTS, MEMORANDA, AND OTHER TEXTUAL OR TABULAR MATERIALS.

- COMMUNICATE WITH VENDORS, TECHNICAL REPRESENTATIVES, RESIDENTS, GOVERNMENT OFFICIALS, AND THE GENERAL PUBLIC TO RESOLVE PROBLEMS, EXPLAIN PROCEDURES, AND ANSWER QUESTIONS ABOUT BOROUGH SERVICES.

- PROCESS COUNTER TRANSACTIONS INCLUDING ACCEPTING PAYMENTS AND APPLICATIONS. MAINTAIN OFFICE AND INSPECTION SCHEDULES

- ANSWER AND ROUTE TELEPHONE CALLS.

- RECEIVE AND PROCESS ALL PERMITS, WITH COORDINATED FOLLOW UP WITH INSPECTORS, ADMINISTRATIVE DIRECTOR, AND ZONING OFFICER/ MANAGER.

- ATTEND MEETINGS AND TRAININGS AS NEEDED.

- OPERATE OFFICE MACHINES, ORGANIZE, AND MAINTAIN FILING SYSTEM.

- MANAGE SOCIAL REPRESENTATION VIA PUBLIC INFORMATION SOURCES, FACEBOOK, AND BOROUGH WEBSITE.
- ASSISTING WITH THE PLANNING OF MEETINGS AND SPECIAL EVENTS.
- THE UTILIZATION AND MANAGEMENT OF PERMITTING SOFTWARE, INSPECTIONS, AND PERMITTING PROGRAMS WITHIN THE BOROUGH.
- PERFORM OTHER WORK-RELATED DUTIES AS ASSIGNED, THE DUTIES AND RESPONSIBILITIES LISTED ABOVE ARE INTENDED ONLY AS ILLUSTRATIONS OF VARIOUS TYPES OF WORK THAT MAY BE PERFORMED. THE OMISSION OF SPECIFIC STATEMENTS OF WORK-RELATED DUTIES AND RESPONSIBILITIES DOES NOT PRECLUDE THEM.

## **QUALIFICATIONS**

- High School Diploma or General Education Degree (GED); Bachelor's Degree or relevant vocational certification preferred but not required.
- Ability to legally work in the United States of America
- Valid Driver's License or Photo ID
- Two years of credited and or proven experience related to the position.
- Strong computer skills; Proficient in Microsoft office and general computer skills.
- Excellent Oral and Written communication skills
- Professional and polished with effective interpersonal skills; strong customer service focus
- Effective analytical, problem solving, and decision-making skills; initiative, attention to detail, and a team player
- Project management skills: ability to prioritize, coordinate, organize, handle multiple tasks and projects concurrently
- Ability to handle stress and work under pressure.
- Must possess the ability, desire, and willingness to acquire new skills and participate in training sessions
- Candidates may be subject to passing background screening, credit checks, and/or preemployment drug testing.

## **Salary and Benefits**

- Salary is dependent upon qualifications and experience; a range has been set at \$19.00 to \$21.00 starting. Competitive day one benefits package provided, strong work life balance, paid time off and holidays. Full details available upon consideration.
- For immediate consideration, applicants should submit a cover letter and resume via email to: [borough.manager@trappeborough.com](mailto:borough.manager@trappeborough.com). Position is open until filled.