



Clay Township Building Department Assistant Job Opening

Job Title: Building Department Assistant

Reports To: Clerk

Part Time: 28 Hours/Week with transition to Full Time

Pay Rate: \$17.98

Job Description: The employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all the duties that may be expected but provides a summary.

Responsibilities:

1. Serves as the first point of contact for visitors at the Clay Township Offices, providing a positive impression and assisting with inquiries
2. Assist the Building Official and Building Department with administrative, clerical, and record-keeping tasks.
3. Respond to public and contractor inquiries regarding permits and construction matters.
4. Manage the permitting process, ensuring compliance with Township and County requirements.
5. Maintain accurate records of permits, inspections, and related documents.
6. Schedule and coordinate building and trade inspections.
7. Perform other duties as assigned.

Qualifications:

- High School Diploma, or higher.
- Minimum two years of administrative experience, preferably in construction or municipal settings.
- Proficiency in office management, record-keeping, and Microsoft Office (Word, Excel, Outlook, etc.).
- Experience handling phone systems, email correspondence, and other office communication tools.
- Strong communication and interpersonal skills for interacting with property owners, contractors, and Township staff.
- Ability to multitask, problem-solve, and meet deadlines in a fast-paced environment with frequent interruptions.
- Familiarity with filing systems, data entry, and office equipment (printers, copiers, scanners, fax machines, etc.).

This description outlines general responsibilities and qualifications and may be subject to change.

Please submit a Letter of Interest & Resume to:

Township of Clay or Email: thogan@claytwpmi.gov
ATTN: Tanya Hogan
PO BOX 429
Algonac, MI 48001