

Mason County Zoning Department

102 E. FIFTH STREET
SCOTTVILLE, MICHIGAN 49454
(231) 757-9345 – FAX (231) 757-9253
www.masoncounty.net

INSTRUCTIONS TO APPLICANTS

Mason County Zoning and Building Department Clerk

DEADLINE FOR APPLICATION: MONDAY, JANUARY 16, 2017

1. Please fill out the **enclosed application** form and attach a **copy of your resume** together with any additional documentation that you may wish to have considered with your application.
2. All applications must be returned or mailed to the Zoning Office (102 E. 5th Street, Scottville MI 49454) by 4:00 p.m. on **Monday, January 16, 2016**.
3. Please note, a social security number may be requested at the time of interview in order to conduct a background check.
4. We look forward to the opportunity of working with you and are thankful for your consideration of the position!

**Job Description
Zoning and Building Department Clerk Position
MASON COUNTY**

GENERAL PURPOSE

Under the direction of the Zoning and Building Director, the candidate will work directly with the public, inspectors, and other staff to:

- assist the office in achieving compliance with zoning and building laws through an accurate, fair, and consistent permitting process;
- assist the public with obtaining a variety of permits;
- enter data and maintain spreadsheets and databases for permits and basic bookkeeping;
- serve as a first point of contact for people starting the building process or considering purchasing a property in Mason County (on the phone or in person);
- explain regulations and answer questions regarding a variety of issues related to zoning, building, and other questions as they arise;
- Attend evening meetings to serve as the recording secretary for the Mason County Zoning Board of Appeals and Planning Commission.

DISTINGUISHING CHARACTERISTICS

With the help of staff and inspectors as needed, the Clerk will be responsible for issuing: 1) zoning permits under Mason County Zoning (12 townships) 2) building permits for all of Mason County, except for the City of Ludington and Pere Marquette Charter Township and 3) electrical, mechanical, and plumbing permits for all of Mason County.

Interactions will generally be with citizens, business owners, and current or prospective property owners to ensure compliance with ordinance provisions and answer questions. The employee will initially work under general supervision and is expected to become increasingly knowledgeable and carry out assignments with greater independence. The candidate is encouraged to refer questions to the Zoning and Building Director, an inspector, or the Building Official as the need arises.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not preclude the supervisor from assigning additional tasks.

JOB DUTIES

1. Make sure office is open and ready for public transactions at 9:00 a.m. daily.
2. Assist with notifying inspectors if an inspection has been requested (as needed). Inspectors in Mason County schedule their own inspections but sometimes there are elements related to the inspection request that require assistance from staff.
3. Receive and direct phone calls.
4. Gather information from applicant and complete application forms to obtain zoning, building, electrical, mechanical and plumbing permits; additional permits from agencies such as Public Health, MDNR, and MDEQ may be required prior to receiving a building permit.
5. Calculate height, area, lot area, setbacks, and other items as needed to obtain permit fees and ensure compliance with zoning site plans.
6. Answer routine questions related to the property owner's zoning district, setbacks, and other zoning requirements, etc.
7. Gather information from applicant for commercial plan review process (Building Department).
8. Verify that proposed building activity is consistent with the laws set forth in the Mason County Zoning

Ordinance and Michigan Codes.

9. Type correspondence for the Zoning and Building Department as directed by the inspectors, Building Official, or the Zoning and Building Director.
10. Maintain files and electronic records of all permits and receipts.
11. Make copies of permits or plans as necessary.
12. Research and assist with Freedom of Information Act (FOIA) requests or other requests for older permits that may be located in a different building.
13. Maintain records of contractors and their licenses.
14. File close-out/finalized permits in a timely manner and in proper order.
15. Learn computer software related to the Zoning and Building Department as needed or required.
16. Calculate and submit all invoices for the bi-weekly pay of the electrical, mechanical, plumbing, and building Inspectors (using excel spreadsheets).
17. Order all supplies, applications, letterhead, stamps, business cards, and permits. Consult with the Zoning and Building Director prior to making the order.
18. Maintain master file on all permits issued (building, electrical, mechanical, plumbing), amount of permit, and amount paid to inspector in a computer spreadsheet. Balance financial information on spreadsheets against a monthly Treasurer's report.
19. Maintain and organize yearly files, correspondence, and permits.
20. Assist with year-end reporting for the zoning and building departments.
21. Attend up to 4 evening meetings per month to take minutes for the Planning Commission and Zoning Board of Appeals. Additional or special meetings may occur on an occasional basis.
22. Assist with meeting preparation and follow up including: notification to nearby residences, publication in the Ludington Daily News, agendas, information packets, preparation of minutes, and per diem vouchers. The applicant will work with the Zoning and Building Director and Zoning Fieldman to accomplish these tasks.
23. Perform any other duties that may be assigned by the Zoning and Building Director.

JOB COMPENSATION AND BENEFITS

The Zoning and Building Clerk is an at-will county position subject to the County Employee Handbook and other rules governing full-time employees adopted by the Mason County Board of Commissioners. At present, hours, compensation and benefits include, but are not limited to, the following: Health Care, a Dental/Vision stipend, retirement, paid time-off including vacation and sick time, holiday pay and other benefits as described in the County Employee Handbook and subsequent County Board action.

Hours of work are regular business hours 8-5 M-F with time for lunch. We are a somewhat flexible office, but the doors must be open from 9am-noon and 1-5 pm. Phones are answered when staff is in the office (during lunch and before 9 AM).

2017 Hourly Rates

Start	\$15.20/hour
Start (plus 6 months)	\$ 15.41/hour
Satisfaction plus 1 year of service	\$15.70/hour
Satisfaction plus 2 years of service	\$16.27/hour
Satisfaction plus 3 years of service	\$17.26/hour
Satisfaction plus 4 years of service	\$18.44/hour

DESIRED QUALIFICATIONS

Knowledge of:

General knowledge of zoning and building; procedures and techniques used in the identification, interpretation, and enforcement of zoning and building codes; basic bookkeeping procedures using spreadsheets such as Excel; active listening skills; a strong customer service background; computer operation including data entry; the ability to write minutes and correspondence; geography of Mason County.

Ability to:

Accurately maintain data bases and organize permits; keep organized and accurate records; learn zoning

ordinance requirements; use effective communication skills to interact with citizens when explaining laws and permit requirements; analyze potential code/ordinance violations accurately with training; summarize lengthy and sometimes complicated conversations for meeting minutes; diffuse verbal conflicts; use addition, multiplication, and subtraction to understand distances, area, and measurement such as with a construction document or site plan.

Training and Experience:

The position requires graduation from high school or G.E.D. equivalent. At least two years of clerical or secretarial experience working with the public in a municipal or other governmental setting is desired; or an equivalent combination of training and experience.

Must have a valid Michigan driver's license and reliable transportation. Must pass a background check pursuant to the County of Mason Employee Handbook. The successful applicant must pass a physical examination. This examination will be a condition of employment.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit for long periods, travel to and access County buildings with a personal vehicle, use hands to operate objects such as a computer, files, a tape recorder and telephones; reach with hands and arms, stand, stoop, talk, hear and walk. Occasionally the employee will ascend and descend stairs, kneel, and lift or move up to 30 pounds on occasion.

While performing the duties of this position, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math; observe and interpret complex legal and inter-personal situations; learn and apply new information or new skills; interact with County staff and other organizations; and sometimes deal with dissatisfied individuals.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate. The employee will work in an office setting. In occasional situations, the employee may be asked to take minutes for a meeting that is off site, such as a Township Hall.

IMPORTANT NOTE:

A COMPLETE APPLICATION INCLUDES **BOTH A RESUME AND A JOB APPLICATION**
THE JOB APPLICATION IS ATTACHED TO THIS PACKET OR CAN BE DOWNLOADED AT
<http://www.masoncounty.net/departments/zoning/>

Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last Name		First Name	Middle Name
Address		Number	Street
		City	State
		Zip Code	
Telephone Number(s)			

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes ☐ No

Have you ever filed an application with us before?

☐ Yes ☐ No

If Yes, give date _____

Have you ever been employed with us before?

☐ Yes ☐ No

If Yes, give date _____

Are you currently employed?

☐ Yes ☐ No

May we contact your present employer?

☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

☐ Yes ☐ No

On what date would you be available for work? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall?

☐ Yes ☐ No

Can you travel if a job requires it?

☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years?

☐ Yes ☐ No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Elementary School					High School				Undergraduate College / University				Graduate Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma / Degree																	
Describe Course of Study																	
Describe any specialized training, certification, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States military? ☐ Yes ☐ No

If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? ☐ Yes ☐ No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Employment Data Record

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please Print)

Date _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. SUBMISSION OF THIS INFORMATION IS VOLUNTARY.

Name		
Address		
City	State	Zip
Social Security No.		

Complete Only The Sections Below That Have Been Checked	
Current Job	
Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Check One Of The Following: (Ethnic Origin)	
<input type="checkbox"/> White <input type="checkbox"/> Black	<input type="checkbox"/> Hispanic <input type="checkbox"/> Other <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander
Check If Any Of The Following Are Applicable	
<input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Handicapped Individual
Birthdate	

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Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

NOTES

This Application For Employment and Employment Data Record is sold for general use throughout the United States. Amsterdam Printing and Litho Corp. assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

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Position(s) Applied For Is Open: ☐ Yes ☐ No

Position(s) Considered For: _____

Date _____

NOTES:

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