



JOB OPPORTUNITY TOWN OF WAPPINGER

The Town of Wappinger is seeking a **Code Enforcement Clerk** within the Building Department. This position provides administrative and clerical support to the Code Enforcement Office while assisting residents, contractors, and developers with permit applications, zoning inquiries, and building department processes.

TYPICAL WORK ACTIVITIES:

- Provide clerical and administrative support to the Building Department.
- Assist the public with questions regarding building permits, zoning requirements, and code enforcement procedures.
- Review permit applications, plans, and surveys for completeness and compliance with applicable regulations.
- Enter permit applications, certificates of occupancy, and related information into department databases.
- Collect fees and issue permits for eligible work that does not require inspection.
- Schedule inspections and prepare documentation for inspectors.
- Verify compliance with zoning regulations through review of plans and surveys.
- Process FOIL requests and assist with related inquiries.
- Coordinate with outside agencies to verify required approvals and permits.
- Maintain accurate records, files, and departmental correspondence.

MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of a high school equivalency diploma; and
- Two (2) years of full-time office or clerical experience involving substantial public contact.
- Strong customer service and communication skills.
- Ability to read and interpret site plans, surveys, maps, and technical documents.
- Working knowledge of office software and database systems.
- Ability to maintain accurate records and process large volumes of information.
- Ability to establish and maintain effective working relationships with contractors, developers, property owners, and the public.
- Preferred - Knowledge of local zoning regulations and the New York State Uniform Fire Prevention and Building Code.

ADDITIONAL REQUIREMENTS

The successful candidate must complete all training requirements prescribed by the New York State Department of State, Division of Building Standards and Codes, including minimum basic code enforcement training and required annual in-service training.

SALARY: \$26.13/hr

EMPLOYMENT STATUS: This is a full-time position, Monday through Friday from 8:30am-4pm

APPLY AT: Resumes can be emailed to hr@townofwappingerny.gov or you can apply in person at the Town of Wappinger, located at 20 Middlebush Road, Wappingers Falls, NY 12590

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The Town of Wappinger does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.