

Job Description and Responsibilities: Zoning – Administrative Office Assistant

Immediate Supervisor: Township Administrator    Position: Fulltime, Non-exempt

Zoning, Building, Plumbing, Electrical and Driveway Permits:

Receipt, copying and distribution of permit applications  
Receipt of permit fees payment  
Issue permits once approved and distribute to appropriate persons  
Track status of open permits  
Maintain permit files, both paper and in Permit Manager.  
Answer questions regarding applying for permits, zoning ordinance and UCC building code  
Maintain file of Lehigh County Assessment copies of building and applicable zoning permits

Subdivision and Land Development --

Receipt, distribution of SALDO applications to Zoning Officer and Township Engineer  
Receipt of payment of application fee  
Enter into Permit Manager  
Perform duties as Planning Commission recording secretary  
Track status of open SALDO plans and sewage planning modules

Septic Permits:

Maintain files as received by Sewage Enforcement Officer  
Submit annual report from SEO to DEP  
Enter septic permit information into Permit Manager  
Track status of open permits

Zoning Hearing Board Appeals:

Acceptance of appeal applications and fee monies  
Copy appeal applications and attachments  
Distribute zoning officer comments to appropriate persons  
Type property owner letters and mail  
Schedule stenographer for hearing  
Place advertisement written by zoning officer for hearing  
Call Zoning Hearing Board members to sign decision  
Copy decision and mail  
Enter into Permit Manager

Township Property Files:

Accept completed moving permits and distribute copies  
Process property updates from Assessment Office reports  
Notify county assessment office of discrepancies in tax duplicate  
Maintain property files in Permit Manager  
Update 9-1-1 Center and Lehigh County Assessment with new addresses

Miscellaneous:

Receptionist for office: answering phones and attending to walk-ins  
Research information for Administrator as requested  
Assist EMC with updating Emergency Operations Plan  
Maintain township website  
Coordinate design, editing and publication of township newsletter  
Additional duties may be assigned from time to time