Orange Village
Job Posting

Position Title: Building Dept. Clerk – Part Time **Posting Date:** August 6, 2026

Department: Building/Planning & Zoning **Reports to:** Building Commissioner

Part-Time: Approximately 20 hours per week
Two 8-hour days per week

Pay Rate: $18 - $20 commensurate with experience

Job Summary: Aids Building Department staff; supports intake desk, and other administrative functions as directed. The areas of responsibility include:

- Permit Issuance, Contractor Registration
- Plan intake and routing
- Data Entry and Database Management
- Office support *i.e.* file work, scanning documents, copying documents, organizing, tracking, and storage of office materials and supplies
- Answering phones and scheduling inspections
- Support Planning and Zoning Commission and Architectural Board of Review

Candidate must possess strong organizational skills, be able to follow detailed directions, work independently, exercise tact, courtesy and discretion with co-workers and public.

Job Requirements:

- Demonstrated excellent oral and written communication skills.
- Proficiency in Microsoft Office including Word and Excel
- Basic math skills
- Ability to perform multiple, simultaneous tasks with a moderate amount of interruption.

Physical Requirements:

- May include frequent bending, stooping, pushing and/or pulling to move objects.
- Ability to lift 10 to 25 pounds, on an infrequent basis.
- Repetitive motion. Substantial motions of the wrists, hands, and/or fingers.

Please email resumes to applications@orangevillage.com or mail to:

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Orange Village is an Equal Opportunity Employer