
JOB POSTING

BUILDING DEPARTMENT ASSISTANT/PERMIT CLERK

Union: AFSCME LOCAL 1801
Salary Range: Per AFSCME Local 1801 Collective Bargaining Agreement Step Table
Effective July 1, 2026: \$25.61 - \$31.29 per hour
Department: Building
Posting Date: May 26, 2026

ABOUT THE OPPORTUNITY:

The Town of Londonderry, NH, is seeking a Building Department Assistant/Permit Clerk. This position reports directly to the Chief Building Inspector. The Department Assistant/Permit Clerk is responsible for providing administrative, clerical, and customer service support to the Building Department, including assisting residents, contractors, and developers with permitting, inspections, licensing, and departmental processes. The position involves performing detailed administrative support duties in a fast-paced municipal office environment while maintaining accurate records, coordinating communications, and supporting the overall operations of the department. See below for details on the position and note that preference will be given to candidates who possess familiarity with building, zoning and code enforcement functions.

WORK SCHEDULE AND FLSA STATUS:

- Assigned to a 40-hour workweek.
- This is a non-exempt position and is eligible for overtime compensation under the Fair Labor Standards Act (FLSA).

KEY RESPONSIBILITIES:

(The following is illustrative of the duties and responsibilities associated with the position and is not intended to be all-inclusive.)

- Effectively handles inquiries from the general public, other town department personnel, as well as officials of outside agencies by providing information, accepting various applications and permit fees or referring to proper personnel.
- Assists builders, contractors and property owners in applying for various types of building permits, advise applicants on requirements; pulls property folders for plot/septic plans and assists with location plans and checks that setbacks are met.
- Assists subcontractors in applying for permits including entering them into the system, setting fees, creating invoices to be paid and approving/signing off on permits.
- Advises on required inspection schedule.
- Takes in completed Vendor License applications working with LPD for background checks; once approved, set fees and contact application for issuance of license; add monthly or seasonal vendor dates to calendar.
- Completes Certificate of Occupancy check-off lists for new buildings/dwellings; requests paperwork items as needed; works with building inspector on occupancy numbers, use and build

types; creates and prints final Certificates of Occupancy

- Maintains complex records and files in map/lot order circulates pertinent documents to other departments for review or filing.
- Assists in scheduling and recording inspections; compiling requested information and preparing department reports; and opens, sorts and date stamps daily mail.
- Assists in preparing and mailing correspondence and notices of decision and monitors time sensitive material such as applications, violations, bonds, permits and other related material by alerting appropriate personnel or boards; adds letter/notice expiration dates to calendar for reminders to inspectors/code enforcement officer.
- Runs permitting program reports on permit numbers, types, inspections and revenue (upon request and for yearly Town Report.
- Drafts Building Dept section of Town Report. Work with Chief Building Inspector to complete final version for submission.
- Promptly updates permit applications after each building code cycle change.
- Prepares purchase orders, codes invoices with account numbers and submits for approval/payment
- Handles NHBOA, NHHOA and ICC membership renewals and workshop registrations for inspectors; including payments and submittal of invoices/receipts to the Finance Dept.
- Maintains an appropriate level of confidentiality regarding Town and office records. Has access to litigation documents, and to confidential communication between the Division, citizens, employees and other outside agencies.
- Attends to many items simultaneously or in sequence and follow oral and written instructions effectively.
- Contributes to team effort and establish and maintain harmonious and effective working relationships with personnel, elected officials, consultants, general public and contractors.
- Performs other related work and duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School diploma required.
- At least three (3) to five (5) years responsible clerical experience demonstrating required knowledge, skills and abilities or equivalent education required.
- Familiarity with building, zoning and code enforcement functions preferred.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER REQUIREMENTS:

Knowledge:

- Requires working knowledge of municipal government and municipal clerical functions.
- Understanding of building codes and zoning ordinances including how to search within those codes and ordinances to answer customer questions.
- Effectively able to traverse many websites/programs on a daily basis such as NH DES, Eversource, Vision, GIS/NearMaps, NH State Licensing Verification, etc.
- Ability to read and understand building plans, septic plans and plot plans to help customers with applications.
- Must have a working knowledge of bookkeeping principles, data processing techniques, and departmental operations with some guidance from supervisor.
- Must have thorough knowledge of office practices relating to department operations; and

thorough knowledge of office terminology, procedures and equipment, as well as applicable office software applications.

Skills:

- Must have excellent planning and organizational skills.
- Must have the ability to handle multiple tasks.
- Must have excellent employee relations and public relations skills.
- Must have good judgment and reasoning skills.
- Must be proficient in mathematical computations.
- Must be detail oriented.

Abilities: (with or without reasonable accommodation):

- Must be able to read, write and speak English effectively.
- Must have the ability to interact in a positive and effective manner with employees and the general public. Must have the ability to use a personal computer and related office software to record data, and for the preparation of office correspondence.
- Must have the ability to effectively operate a telephone and standard office equipment.
- Must have the ability to maintain detailed and accurate records and to execute oral and written instructions.

OCCUPATIONAL EXPOSURES:

May be exposed to cleaning fluids, photocopier toner, eraser fluids, printer cartridges, etc.

SELECTION PROCESS/APPOINTMENT:

May be required to participate in oral interview, background investigation, reference checks and criminal history check. Town Manager appoints based on the recommendation of the Chief Building Inspector.

Application Process:

Internal Candidates: Please submit a letter of interest and resume to:

hrdept@londonderrynh.gov.

External Candidates: To apply, please submit a cover letter, resume, and a completed employment application (available on the [HR page of the Town website](#)) via email to

hrdept@londonderrynh.gov . Please follow these important instructions:

- Please send all documents (cover letter, resume and application) in **ONE PDF document**.
- The title of the document should be "**Department Assistant/Permit Clerk – Your Name**".
- The subject line of the email should read "**Department Assistant/Permit Clerk – Your Name**".

No phone calls or in-person applicants, please.

Application Deadline: June 8, 2026 at 5:00 PM.

The Town of Londonderry is an Equal Opportunity Employer (EOE).

PHYSICAL ACTIVITY REQUIREMENTS

To be performed with or without accommodation

PRIMARY PHYSICAL REQUIREMENTS

OTHER PHYSICAL CONSIDERATIONS

(Enter one: Frequently, Occasionally, Rarely, or Not Required)

LIFT up to 10 lbs:	Frequently
LIFT 11 to 25 lbs:	Occasionally
LIFT 26 to 50 lbs:	Rarely
LIFT over 50 lbs:	Not required
CARRY up to 10 lbs:	Frequently
CARRY 11 to 25 lbs:	Occasionally
CARRY 26 to 50 lbs:	Rarely
CARRY over 50 lbs:	Not Required
REACH above shoulder height:	Rarely
REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently
PUSH/PULL:	Frequently

Twisting:	Frequently
Bending:	Frequently
Crawling:	Not Required
Squatting:	Occasionally
Kneeling:	Occasionally
Crouching:	Rarely
Climbing:	Not Required
Balancing:	Rarely

WORK SURFACE(S) (Place an "X" in any applicable)

Counter tops and desks	X
Flooring (various types)	X
Uneven surfaces	
Sloped Surfaces	
Snow or icy surfaces	
Grass/Pavement	
Vehicle Interiors	

HAND MANIPULATION

Frequently, Occasionally, Rarely, or Not Required

Grasping:	Frequently
Handling:	Frequently
Torquing:	Rarely

COGNITIVE AND SENSORY REQUIREMENTS

(Input "required or "not required" and provide any pertinent details.

Speaking:	Required to communicate with others
Hearing:	Required to communicate with others
Sight:	Required to perform essential job functions
Tasting:	Not required
Smelling:	Not required

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:
(Elections should be formatted in bold & italics)

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Equipment (List all equipment used):

Environment: Inside 100% Outside 0% Inside + Outside percentage must total 100%.