



COMMONWEALTH OF MASSACHUSETTS  
**TOWN OF ABINGTON**  
**Inspectional Services**  
500 GLINIEWICZ WAY  
ABINGTON, MA 02351  
Tel: (781) 982-2105

**Marshall Adams**  
Inspector of Buildings - Zoning Enforcement Officer

**JOB POSTING**  
**BUILDING DEPARTMENT / ZONING ENFORCEMENT CLERK**  
**PART TIME POSITION**

**POSITION AVAILABLE \$25.00/hour 19 hours/week**

**OBJECTIVES:**

Performs office administrative work and on-the-road zoning enforcement work as assigned.

**SUPERVISION:** Receives direct supervision from the Building Commissioner. Receives task assignments from the Building Commissioner.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Zoning Enforcement
- Prepares letters, violation notices, reports and records for approval of the department supervisor.
- Assists the public at the counter and via phone with questions relating to permits. Provides information relative to the permitting process. Answers routine questions, refers inquiries.
- Substitutes for other comparable office personnel in their absence.
- Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to develop a working knowledge of application requirements for all permits issued.
- Proficiency with Microsoft Office including Word, Excel and Outlook.
- Ability to compose clear and correct letters and reports.
- Ability to carry out instructions furnished in a written, oral and diagrammatic and schedule form.
- Ability to establish and maintain complex files and records systems, and to respect confidentiality of the files. Must be highly organized.
- Ability to efficiently schedule and coordinate meetings and inspections and to process paperwork accurately and effectively.
- Ability to establish effective working relationships with other employees and the public and to conduct oneself in a friendly and professional manner.