



Village of Palmetto Bay
Position Description & Job Announcement – Plans Processing Clerk

Position Title: Plans Processing Clerk
FLSA Status: Non-Exempt; Full-Time
Assigned Department: Department of Building and Capital Projects
Proposed Pay Grade: 04
Proposed Pay Range: \$26,644 - \$45,926

POSITION CLOSING DATE: FRIDAY, OCTOBER 14, 2011

General Summary

Performs a variety of duties in order to expedite and facilitate the building permitting process, including coordinating the processing and review of building plans submitted by developers, contractors or homeowners.

Supervision Received and Exercised

Works under the general supervision of the Permit Clerk II and the Office Manager. Exercises no supervisory responsibilities.

Essential Duties and Responsibilities

- ◆ Processes building plans submitted by developers, contractors or homeowners as part of permit applications, by coordinating and aiding the transfer of plans from one trade to another as directed by the Building Official and/or designee
- ◆ Prepares and maintains all records related to plans processing including, but not limited to, establishing computerized records of inspector comments and turn-around statistics, on a daily basis
- ◆ Inputs faxed inspection requests and distributes faxes received in the Building and Capital Projects Department
- ◆ Provides inspector comments to the property owner, architect/engineer and contractor, as applicable
- ◆ Assists the Permit Clerks in maintaining a database containing information on all contractors performing work within the Village of Palmetto Bay
- ◆ Responds to customer requests or inquiries related to the plans processing function for the Building and Capital Projects
- ◆ Assists with the permitting function as needed at the direction of the Building Official or designee(s)
- ◆ Performs any other duties as assigned by the Building Official or the Office Manager.



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Minimum Qualifications

- ◆ A High School Diploma or GED equivalent.
- ◆ Three (3) years experience in the performance of general secretarial and clerical work in the construction or engineering field.
- ◆ Considerable knowledge of modern office practices and procedures.
- ◆ Must be computer literate with knowledge of Microsoft Word, WordPerfect or a similar word processing program.
- ◆ Ability to type at least 30 words per minute.
- ◆ Ability to meet and deal with the public in an effective and courteous manner.
- ◆ Ability to perform several tasks at one time.
- ◆ Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- ◆ Ability to maintain effective working relationships with fellow workers and members of the general public
- ◆ Minimum qualifications may be waived by the Village Manager

IMPORTANT NOTICE TO APPLICANTS:

Applicants interested in any position with the Village of Palmetto Bay must complete an Employment Application. Resumés can be attached to the application, but in no event will resumés be accepted in lieu of a Village of Palmetto Bay Employment Application.

Applications must include the title of the position for which the applicant is applying. Applicants are required to submit a new application each time a new position is posted.

Applicants may submit original applications in person or via regular mail to the address provided below. Please note that applications will only be accepted until the date of closing provided on the job announcement.

HUMAN RESOURCES DEPARTMENT
VILLAGE OF PALMETTO BAY
9705 EAST HIBISCUS STREET
PALMETTO BAY, FL 33157

Faxed or emailed applications will only be accepted provided that the electronic submission is received by the closing date stated on the job announcement, which may be downloaded below,



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AND an original is mailed and postmarked no later than two working days following the date of closing.

All applicants considered for employment will be subject to a comprehensive background check, which may include verification of employment, credit check, criminal background check, driving history check and drug screening.

Although every attempt will be made to correspond with individual applicants, a response is not guaranteed. Information on the status of applications will not be provided via telephone.