Village of Palmetto Bay

Job Description & Announcement

POSTING DATE:	February 12, 2016
CLOSING DATE:	**February 26, 2016***

***No applications will be accepted after 5:00 pm (local time) on the closing date.**

POSITION TITLE:	Plans Processing Clerk
FUNCTIONAL AREA:	Department of Community and Economic Development Division of Building & Permitting
PAY GRADE:	16
PAY RANGE:	Min.: $15.15 Hourly / Max $24.24 Hourly
CLASSIFICATION:	Full-Time; Non-Exempt
APPROVED/UPDATED:	2012/2015

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 plan submittals by developers, contractors or homeowners.

Supervision Received and Exercised

Works under the general supervision of the Office Manager. Exercises no supervisory responsibilities.

Essential Duties and Responsibilities

- Collects building permits and plan submittals and ensures that all required information and documentation has been provided
- Coordinates and tracks the transfer of building permits and accompanying plans through the applicable inspection trades for review and approval; acquires approvals from other Village divisions and departments, in the correct sequence, when required.
- Scans, labels, and saves documents in record-keeping system or to microfilm; prepares records for disposition.
- Calculates permit fees and prepares documents for the issuance of building permits
- Processes requests for site inspections, including verifying that all required inspections have been completed in the correct sequence.
- Prepares and verifies documentation required for the issuance of Certificates of Occupancy and Certificates of Completion.
- Prepares and maintains daily permit reports; inputs faxed inspection requests and assists the Permit Clerks in maintaining the contractor database up to date.
- Performs other clerical tasks as required.
- Responds to customer requests or inquiries and provides information and updates to property owners, architects, engineers, and contractors pertaining to the status of their building permits.

- Performs other related duties as assigned.

Minimum Qualifications

Education & Experience

- A High School Diploma or GED equivalent.
- One (1) year prior customer service experience; work experience must clearly demonstrate considerable contact with the general public by phone or person.
- Two (2) years prior experience in the performance of general clerical work in the construction or engineering field.
- Must be fluent in the English language. Ability to communicate in Spanish is preferred.
- Ability to type at least 30 words per minute.
- Must be computer literate with knowledge of Microsoft Word, Excel, and Powerpoint.

Other Required Competencies

- Considerable knowledge of modern office practices and procedures.
- Ability to meet and deal with the public in an effective and courteous manner.
- Ability to perform several tasks at one time.
- Ability to maintain effective working relationships with fellow workers and members of the general public

Working Conditions & Physical Factors

- Work is primarily performed indoors in an office environment.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, email and personal contact.
- Requires the physical capability to effectively use and operate various office equipment, such as but not limited to, a telephone, desktop computer, calculator, copier, scanner, fax machine, etc.
- Requires no significant standing, walking, climbing, carrying, bending, kneeling, crawling, pushing or pulling.

The minimum requirements may be waived by the Village Manager based on experience and other qualifications. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.

Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.