



Village of Palmetto Bay

Job Description & Announcement

POSTING DATE:	Monday, October 3, 2016
CLOSING DATE:	Friday, October 14, 2016

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

POSITION TITLE:	Permit 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 specialized clerical work related to the processing of building permit applications submitted by contractors, developers and/or homeowners. The Permit Clerk is responsible for receiving and reviewing permit applications, issuing construction permits, securing inspection approvals and providing information and guidance to the public concerning the building permit process.

Supervision Received and Exercised

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

Essential Duties and Responsibilities

- ◆ Receives members of the general public at the permit counter; performs work related to the permitting process by accepting and processing building applications for construction permits.
- ◆ Prepares and maintains all records related to the permitting process including, but not limited to, establishing computerized records, filing and scheduling inspections.
- ◆ Enters all required permit data into the Department's computerized permitting system.
- ◆ Distributes plans to the appropriate personnel for review and/or inspection.
- ◆ Issues processed and approved permits to the permit applicant.
- ◆ Verifies insurance requirements for all permit requests.
- ◆ Maintains an updated database of all contractors performing work within the boundaries of Palmetto Bay.
- ◆ Acts as liaison between the inspectors and the head personnel at the job site, when necessary.
- ◆ Assembles and summarizes material from files, cross references data, locates information requested and prepares analysis of data.
- ◆ Generates computerized accounting reports related to the permitting process as requested by the supervisor.
- ◆ Prepares and issues expired permit letters, courtesy notices, and notices of violations and certificates of occupancy.
- ◆ Assists the public by telephone or in person and supplies answers to a variety of procedural questions, as well as providing necessary forms and documents to facilitate the building permit process
- ◆ Performs any other related duties as assigned.



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Minimum Qualifications

Education & Experience

- ◆ A High School Diploma or GED equivalent
- ◆ Three (3) years prior secretarial or clerical work experience in the construction, architecture or engineering fields is required; prior experience in a building department or similar is strongly preferred.
- ◆ Knowledge of codes, laws, regulations and ordinances pertaining to the construction permitting process and contractor licensing requirements, desirable.
- ◆ Bilingual (English/ Spanish) preferred.
- ◆ Computer literate with knowledge of Microsoft Office.
- ◆ Type at least 40 WPM.

Other Required Competencies

- ◆ Ability to clearly explain processes and regulations to the public in a courteous and tactful manner; ability to maintain effective working relationships with fellow workers.
- ◆ Able to perform several tasks at one time.
- ◆ Ability to perform basic mathematical computations with speed and accuracy, and prepare reports, complete forms and maintain accurate records.

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, including 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.