



THE TOWN OF
EATONVILLE
THE TOWN THAT FREEDOM BUILT
EST. 1887

Permit Clerk

Department: Planning

Salary Range: \$30,847 - \$46,271

Classification: Full time (Non-Exempt)

Skilled in clerical and administrative work processing applications for building permits and business tax receipts. Work is performed under the general supervision of the Town Planning Director and/or designee.

ESSENTIAL JOB FUNCTIONS:

Performs customer service including in person, on the phone, and email on various subjects including Code Compliance rules, regulations, and procedures.

Accepts applications for building permits. Reviews forms for accuracy, explains permit procedures, fees, and determines missing documents.

Explains and answers questions for developers, contractors, and homeowners regarding Certificate of Occupancy.

Receives plans, specifications, and permit applications and instructs applicants.

Distributes submitted plans to the appropriate person for review, records comments, and sends all Planner comments to the contractor for corrections.

Re-submits plans as needed for second review to the appropriate individual(s).

Maintains contacts of applicant and/or submitter to coordinate receipt of required documents.

Maintains open lines of communication with contractors and applicants.

Compiles and routes permit folders.

Enters required building permit information into the computer.

Prepares permit application and plans for Planner signature.

Performs other duties as assigned.

Maintain files on ALL permits.

Accept and review all applications for Business Tax Receipts.

MINIMUM QUALIFICATIONS/ SPECIAL REQUIREMENTS:

High School graduate or possession of an acceptable equivalency diploma; at least two (2) years' experience working in building, zoning, and permitting; experience in construction, construction administration or building department operations and functions preferred. (A comparable amount of training, education or experience can be substituted for the minimum qualifications).

KNOWLEDGE, SKILLS, & ABILITIES:

Knowledge of the permitting process.

Knowledge of State laws pertaining to licensing and permitting.

Knowledge of general office procedures.

Knowledge of construction terminology and documents.

Knowledge of telephone etiquette.

Knowledge of the uses of a computer and equipment.

Ability to work effectively with various people.

Ability to communicate effectively with customers and contractors.

Ability to work under pressure and meet deadlines.

Ability to follow through on designated tasks.

Ability to handle numerous tasks at once.

Ability to attend meetings and conferences in building related topics.

Skilled in typing, filing and research techniques.

Skilled in operating office equipment.

Skilled in accessing, inputting, and retrieving information from a computer.

LICENSE / CERTIFICATION REQUIREMENTS: A valid Florida driver's licenses and Notary Public.

ACKNOWLEDGMENTS:

The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.