



<b>Job Title:</b>	<b>Permit Clerk – Full Time</b>		
<b>Department/Group:</b>	Building Department	<b>Supervisor:</b>	Building Official
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	\$18.00-\$24.94	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	Human Resources Coordinator	<b>Date Posted:</b>	
<b>External Posting URL:</b>	www.madeirabeachfl.gov	<b>Posting Expires:</b>	Open until filled
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL</b> (727) 399-1131 or <a href="mailto:HUMANRESOURCES@MADEIRABEACHFL.GOV">HUMANRESOURCES@MADEIRABEACHFL.GOV</a> <b>Subject Line:</b> Permit Clerk <b>Attention:</b> Recruiting or Human Resources Department		<b>MAIL:</b> City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> <p>Under general direction of the Building Official, participates in front counter operations. Works alongside Permit Technician to assist with developing and maintaining a working relationship with contractors, developers, consultants, and residents to achieve compliance with all federal, state, county and city codes, and ordinances.</p> <ul style="list-style-type: none"> <li>• Main task will be the scanning of all completed permits to archive; 8 ½ x 11 up to 24 x 36 sized sheets.</li> <li>• Electronic filing and record keeping using M/S Word, Adobe, Excel and Munis permitting software.</li> <li>• Assists Permit Technician with the intake of permit applications and building plans for new commercial and residential projects.</li> <li>• Assists in routing inquiries by email, in person over the counter and by telephone from the public.</li> <li>• Pulling completed permits and organizing them to be scanned.</li> <li>• Assisting the Permit Technician will be during peak times, including lunch break.</li> <li>• Position requires approximately 75% of time standing while scanning and for record retention, with approximately 25% of time sitting at front counter while assisting the Permit Technician.</li> </ul>			



- Related work and/or other duties as required.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Graduation from high school or possession of an acceptable equivalency diploma. This position requires a minimum of 2 years of administrative and/or building department experience. Valid Florida Driver's License.

#### **PREFERRED SKILLS**

The following skills are necessary to perform this position:

- Strong customer service orientation and proven organizational and interpersonal skills.
- Experience working in a building department, construction or related field a plus.
- Ability to read and understand blueprints a plus.
- Ability to communicate effectively with the public and other city employees by oral and written means.
- Ability to establish and maintain effective working relationships with contractors, public officials, co-workers, and members of the general public.
- Ability to work independently in the absence of supervision.
- Skills in organizing and prioritizing workload.
- Must be detail oriented.
- Ability to operate a variety of office equipment including, but not limited to telephone, fax machine, personal computer and copier and large format electronic scanning.
- Knowledge of M/S Word, Adobe and Excel software and other basic computer programs.
- Knowledge of Munis software program a plus.
- Knowledge of traditional and electronic filing and practices.

#### **ADDITIONAL NOTES**

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; and strength and agility to lift and carry items weighing up to 20 pounds. On a continuous basis, work in an office environment standing for long periods of time. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

#### **ADA COMPLIANCE:**

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and



encourages both prospective and current employees to discuss potential accommodations with the employer.

*The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.*

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator  
300 Municipal Dr. Madeira Beach, FL 33708 or [humanresources@madeirabeach.com](mailto:humanresources@madeirabeach.com)