



## POSITION VACANCY

TOWN OF EATONVILLE  
FULL-TIME: **ADMINISTRATIVE/ PERMIT CLERK**  
DEPARTMENT- **PLANNING**

**SALARY: \$35,984/ ANNUALLY**

**General Description of duties:** Skilled clerical and administrative work processing applications for building permits. Work is performed under the general supervision of the Town Planning Director and/or designee. Performs customer service, including in person, on the phone, on various subjects including Code Compliance rules, regulations, and procedures. Receives building plans, specifications, and permit applications, instructs applicants, and provides appropriate departmental information. Explains and answer questions for the applicant. Enters required building permit information in the computer. Accept and review all applications for business tax receipts.

**EDUCATION AND EXPERIENCE:** High School Graduate or possession of an acceptable diploma. At least two (2) years working in building, zoning, and permitting. Experience in construction, construction administration or building department operations and functions preferred. Equivalent experience may qualify an applicant for consideration. Strong Computer skills highly recommended. **MUST HAVE VALID FLORIDA DRIVER'S LICENSE, and PASS A BACKGROUND CHECK AND DRUG TEST.**

### **POSITION OPEN UNTIL FILLED**

Human Resources  
PO Box 2163  
Eatonville, Florida 32751  
Or email to: [cwilliams@townofeatonville.org](mailto:cwilliams@townofeatonville.org)