



THE TOWN OF EATONVILLE ADMINISTRATIVE PERMIT CLERK

DEPARTMENT: BUILDING NON-EXEMPT- HOURLY POSITION- \$17.30/ HR

GENERAL DESCRIPTION: SALARY: \$35,984.00/ ANNUALLY

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.

This is a Top-level position in the Planning Department

ESSENTIAL JOB FUNCTIONS:

1. Performs customer service including in person, on the phone, on various subjects including Code Compliance rules, regulations, and procedures.
2. Accepts applications for building permits. Reviews forms for accuracy, explains permit procedures, fees, and determines missing documents.
3. Explains and answers questions for developers, contractors, and homeowners regarding Certificate of Occupancy.
4. Receives plans, specifications, and permit applications, instructs applicant, and provides appropriate departmental manual.
5. Distributes submitted plans to appropriate person for review, records comment and sends all planner comments to the contractor for corrections.
6. Re-submits plans as needed for second review to the appropriate individual(s).
7. Maintains contacts of applicant and/or submitter to coordinate receipt of required documents.
8. Maintains open line of communication with contractors, and applicants.
9. Compiles and routes permit folders.
10. Enters required building permit information into computer.
11. Prepares permit application and plans for Planner signature.
12. Performs other duties as assigned.
13. Maintain files on ALL Permits.
14. Coordinate pre-application meetings between applicant and contractors.
15. Draft Public notices for advertisement as needed, provide to Town Clerk.
16. Accept and review all applications for Business Tax Receipts.

(The essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required).

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of 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:

EDUCATION AND EXPERIENCE:

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).

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- NOTARY PUBLIC
- VALID DRIVERS' LICENSES
- ICC CERTIFIED PERMIT TECHNICIAN- PREFERRED: (But Not Required).

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction):
- Acceptable hearing (with or without hearing aid):
- Ability to communicate clear, concise, and effectively:
- Ability to access file cabinets for filing and retrieval of date:
- Ability to sit at a desk and view a display screen for extended periods of time:
- Ability to enter data at a prescribed rate of speed:

ENVIRONMENTAL CONDITIONS:

- Work inside office environment:
- May occasionally work outside:

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)
BUILDING PERMIT CLERK

NEW POSITION

Approved: FY 2022/2023