

CITY OF LONGWOOD



Job Posting

Post: [] Internal Only [XX] Internal & External

Apply: Longwood City Hall

175 W. Warren Avenue

Longwood, FL 32750

407-260-3481

Website: www.longwoodfl.org

Building Permit Clerk

Posting # 10-27

STARTING SALARY:	\$11.5385 hourly / \$24,000 annually
BARGAINING UNIT:	None
POSITION STATUS:	Non-Exempt
LICENSE:	Must possess and be able to maintain valid Florida Driver's License.
EDUCATION and EXPERIENCE:	Graduation from high school or GED with a minimum of two years of experience performing similar tasks in a municipal building department.
SPECIAL CERTIFICATION:	None
TESTING:	None
CLOSING DATE:	Position is open until filled.

POSITION SUMMARY: Work involves receptionist duties, answering telephone, customer contact, computer input, scheduling inspections, issuing approved building permits, accepting applications for permits, determining if all applications have proper documentation.

Notice: Preference shall be given to eligible current city employees. All vacancies are open until filled unless otherwise specified. The City of Longwood is an Equal Opportunity Employer. Women, minorities, veterans, and disabled persons are encouraged to apply. Please contact the Human Resources Department if you have any questions. Drug and Smoke-Free Workplace.

Distribution Date: July 23, 2010

CITY OF LONGWOOD CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: **Building Permit Clerk**

PRIMARY FUNCTIONS

Work involves receptionist duties, answering telephone, customer contact, computer input, scheduling inspections, issuing approved building permits, accepting applications for permits, determining if all applications have proper documentation, backing up and assisting all divisions in the Community Services Department, and various office assignments.

SOURCE OF SUPERVISION

Work is performed under supervision during training and then the general supervision of the Building Official.

SUPERVISION OF OTHERS

None

MAJOR AREA OF ACCOUNTABILITY

1. Acts as a receptionist, receives, screens and routes calls and mail, coordinates meeting and appointments, provides general information regarding building permits.
2. Performs general office work, maintains files, official records, briefs supervisor on pertinent information and scheduling of priority matters, inputs information on computer, types letters, collects appropriate fees for permits issued by the Building Division.
3. Deals extensively with the public in relationship to building permits, assists applications with the permit applications by explaining and/or answering questions concerning type of permits needed, processing steps involved, or any other pertinent information. Verifies contractor status.
4. Coordinates with other departments for information and inquires pertaining to Building Division information and final inspections.
5. Ensures that correct information is submitted with building applications; ensures that all information has been received prior to issuance of Certificate of Occupancy (OC).
6. Ability to maintain effective working relationship with other employees, superiors, officials and the general public.
7. Performs other duties as assigned or as may be necessary.
8. Ability to write and speak clearly, to communicate pleasantly and effectively, ability to type and perform data processing, knowledge of Word Processing software.
9. Cross over duties, assisting and backing up all divisions of the Community Services Department.

DESIRED QUALIFICATIONS

Graduation from high school or GED with a minimum of two years of experience performing similar tasks in a municipal building department. Skill in the use of standard office machines and equipment, such as typewriter, copy machine, fax machine, and personal computer. Construction knowledge desired.

PHYSICAL ENVIRONMENT

Tasks require the ability to exert physical effort in sedentary to light work, but which will involve some lifting, carrying, pushing and/or pulling of objects and materials of light to medium weight (15-45 pounds). Task involve sitting for extended periods of time at a keyboard, ability to move back and forth between work station and file retention areas and can involve some field work to post properties, assess site conditions and determine land uses.

The City of Longwood is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

