

BULLOCH COUNTY POSITION DESCRIPTION

Position:	Permit Clerk	FSLA:	Non-Exempt
Department:	Building Permit	Grade:	9D
Classification:	Full-time	Division:	Dev. Serv.
Supervisor:	Zoning Administrator – Chief Building Inspector		
Current as of:	February 2, 2015		

JOB SUMMARY

Employee performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, issuing building and mobile home permits, and providing administrative support to building inspection. Employee assists in the administration of the standard operating policies and procedures of the department. Employee works under the general supervision of the Zoning Administrator/Chief Building Inspector.

ESSENTIAL RESPONSIBILITIES & DUTIES

The following duties and responsibilities are normal for this position; they are not to be construed as exclusive or all inclusive:

Answers incoming calls; routes calls and answers inquiries for Building Inspection and routes calls for to the proper zoning official. (25%)

Receipts funds for the developmental services division, including inspections, zoning, and other accounts. (10%)

Issues, maintains files, and records permits for site built homes and manufactured homes, and schedules inspections of manufactured homes and buildings and answers related questions. (25%)

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness. (5%)

Prepares and sends reminder letter and calls customers about Certificate of Occupancy Inspection. (1%)

Provides secretarial support as needed for the zoning and building inspection departments. (14%)

Interprets Bulloch County subdivision and zoning ordinances for local appointed, elected, and other officials, and for the public, as needed (5%)

Assists public in preparing documents needed for zoning variances, conditional uses, and designation changes. (5%)

PERIPHERAL DUTIES

Performs other related duties as assigned. (10%)

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

The following standards express the minimum background of training and experience desirable as evidence of all applicant's ability to qualify for this position. Other training or experience, if evaluated as equivalents, may qualify an applicant for this position.

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and one (1) year of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills, and Abilities

- Knowledge of accounting procedures, rules, and regulations.
- Knowledge of data entry procedures and computer functions.
- Knowledge of general office practices and procedures.
- Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- Ability to learn quickly and work independently to understand County ordinances, regulations, and basic principles relevant to the major duties of the position.
- Ability to understand the basic principles relevant to the major duties of the position.

LICENSES/CERTIFICATIONS

None.

SUPERVISORY CONTROLS

The Zoning Administrator/Chief Building Inspector assigns work in terms of detailed, specific instructions for ongoing tasks; some tasks may be assigned in terms of general instructions and require the use of some judgment.

SUPERVISION EXERCISED

This position exercises no supervisory duties.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment; the noise level in the work environment is usually moderately noisy.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various 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.