

## CITY OF CLEWISTON

### Job Posting

Position Title: Permit Technician  
Department: Planning and Zoning  
Reports to: Community Development Director  
FLSA Status: Non-Exempt

#### **SUMMARY:**

Performs clerical and technical work in the issuance of building, construction and development permits and does related work as required. Provides customer service to building professionals and the general public. This position performs specific functions requiring specialized knowledge of department policies, city ordinances, and state laws as they apply to development or construction within the City of Clewiston.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Class specifications are intended to present a descriptive list of duties performed by employees in this class. Specifications are not intended to reflect all duties performed within this job.

- The primary responsibility of this position is to provide a high level of customer service for the front office.
- Conducts an initial review of all applications. Ensures the required data is provided and proper paperwork is submitted. Advises applicants of easily identifiable errors, and omissions for correction. If complete, records receipt of permit application. Distributes applications to appropriate staff for review.
- Must be able to become a Notary in the state of Florida.
- Serves as receptionist, answers telephone and routes calls.
- Must have ability to establish and maintain effective working relationships and communications with coworkers and the general public. Skill in effectively dealing with angry or upset customers.
- Receives and processes building and other permit applications accepted by the department.
- Must be able to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Collects fees charged for services and keeps records of all payments received.
- Performs daily accounting, balancing and verification of all transactions.
- Types and files permit and correspondence.
- Schedules inspections, provides secretarial support to inspectors.
- Operates office equipment and stock supplies.
- Maintains filing system for permits and other official documents.
- Informs the public of department policies and city ordinances.
- Compiles data and information for office reports and meetings.
- Performs related tasks as required.
- Must have ability to operate a PC with Microsoft office software.

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE:**

High school diploma or GED; supplemented by two (2) years of experience in administrative support functions demonstrating customer service skills and the ability to apply acute attention to detail; or an equivalent combination of education, training and experience.

**LANGUAGE SKILLS**

Ability to read and comprehend instructions, short correspondence and memos. Ability to write correspondence and effectively present information one-on-one and small group situations to citizens, staff and other city employees.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Florida Driver's License and Florida Notary Public. Other certifications as needed.

**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. While performing the duties of this job, the employee is frequently required to stand, walk and sit and may be required to lift up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**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. The noise level in the work environment is usually moderate.

***THE CITY OF CLEWISTON IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER  
AND A DRUG FREE/TOBACCO FREE WORKPLACE***

February 12, 2018