



Job Announcement Permits Clerk

Department:	Planning/Code Enforcement	Posted:	09/22/2022
Position:	Permits Clerk	Closed:	Open until filled
Salary:	\$10.00	Classification:	Exempt Full-Time

Job Summary

The Permits Clerk performs a wide variety of clerical duties such as receptionist, permit processing, records management, data entry, word processing, and customer service. Reports to the Planning/Code Enforcement Director. Works independently under the guidance of departmental and City policies, procedures, ordinances, and codes.

Essential Job Functions

(The listed examples may not include all duties performed by the person in this position. Duties may vary from time to time and are at the discretion of the Planning/Code Enforcement Director.)

- Performs a variety of routine and complex clerical, administrative and technical work in the processing and issuance of permits and contractor registrations, receiving the public, answering phones, provide customer assistance, cashiering, and general record keeping.
- Enters building, electrical, and plumbing data into computer to process permits.
- Processes and maintains contractor registrations and annual renewal notices for electricians, plumbers, HVAC contractors and licensed irrigators.
- Provides general zoning, building and related code information.
- Provides guidance in completing various permit applications and forms.
- Explains the permitting process and assists in providing all the information and attachments required to submit an accurate and complete application.
- Answers questions regarding building codes and zoning requirements.
- Processes permit applications by accepting the application, checking for accuracy, completeness, and routing to appropriate review staff.
- Calculates and collects appropriate fees.
- Monitors application process for status reports.
- Prepares plans and permits for issuance.
- Issues simple, routine permits within scope of authority and responsibility assigned.
- Maintains accurate and timely records of the permit process; inputs, maintains and compiles a variety of data on permitting activity, such as the number of permits by type, valuation, permit fees, review time, problem areas, conditions imposed, actions taken, etc.

- Responsible for following policies and procedures in the receipt, routing and processing of permit applications.
- Prepares, maintains, and stores records, files and logs related to permit issuance and inspections.
- Maintains and manages an inventory of forms, applications, and office supplies

Certificates, Licenses, and Registration

- Valid Texas Class C Driver's License.

Required Knowledge, skills, and Abilities

- **Must maintain a high level of ethical behavior and confidentiality of information.**
- Ability to communicate effectively with peers, supervisors, subordinates, and people to whom service is provided.
- Ability to produce desired work outcomes, including quality, quantity, and timeliness.
- Ability to plan and organize work, time, and resources.
- Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.
- The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates and customers with respect.
- Build professional relationships with internal staff and customers.
- Offer flexibility and adaptability, especially during times of change.
- Communicate effectively both orally and in writing.
- Ability to learn City's permit and inspections management software applications.
- Ability to use Microsoft Office.
- Requires some knowledge of building codes, working knowledge of zoning regulations; working knowledge of building administration; knowledge of manual and computerized record keeping systems.
- Ability to work under stressful conditions and with frequent interruptions.

Education and/or Experience

1. High School Diploma or GED.

Physical Demands/Work Environment

fast-paced environment with frequent interruptions and changes in priorities. The noise level in the work environment is usually quiet to moderate.

Employment Benefits

This position offers full benefits such as vacation, sick, and retirement. The City offers health insurance and participates in the Texas Municipal Retirement System (TMRS) with a 5% employee contribution and a 1:1 matching city contribution with five-year vesting.

Application Process

Apply through the City Website at www.cityofpalmview.com/job-opportunities/ or by applying in person.

For more information call us at: (956) 432-0349 the City of Palmview is an Affirmative Action/Equal Opportunity Employer.