



The Village of El Portal Building Clerk

Department: Administration/Public Works
Job Type/Salary: Full Time / \$ 31,200.00 Annually
ELSA Status: Non-Exempt

JOB SUMMARY

Performs a variety of skilled technical and administrative support tasks, in a typical office setting and in the field, related to building permits, under general supervision of the Village Manager.

This position is responsible for clerical work processing construction permit applications including moderately complex work procedures. Employees in this classification are responsible for reviewing construction permit applications, issuing construction permits, securing inspection approval, and recording completing projects. Duties include assisting owners, contractors, and developers in filing applications for building/house permits, determining the completeness of permit applications, and obtaining the required documents to ensure compliance with established rules and regulations. Some judgment is exercised in the application of departmental rules, regulations and procedures.

This position interacts with the public and answers questions responsibly & accurately from citizens or refers them to appropriate personnel. As well, telephone answering, typing, word processing, data entry, record keeping, and filing. Performs other related duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Provide excellent customer service to construction professionals and the public.
- Receive various construction permit applications and other forms from a variety of sources.
- Respond to inquiries from the public, other City agencies, and contractors providing technical/professional advice and assistance.
- Issue and distributes plans to appropriate personnel for review and inspection.
- Enter the applicable contractor, architect, and construction related data into computerized permitting system.
- Assist the public by telephone or in person to obtain necessary documents, forms and information by supplying answers to a variety of procedural questions.
- Verify the current license and insurance for each contractor / sub-contractor; verifies license is consistent with requested work permit.

- Prepare documents for issuance, such as Certificates of Occupancy or Completion; distribute required copies to appropriate departments and maintains department files and updates the filing system as required.
- Processes contractor's and homeowner's requests for permitting, calculates fees, and collects funds due; record it in the system when it gets paid, and submits funds and records to Finance Department.
- Responsible for data processing, record keeping.
- Able to run reports assigned by the supervisor.
- Responsible to process lien request and lien satisfaction.
- Participates in hurricane preparedness and disaster survey teams.
- Maintain restricted areas from the public.
- Maintain professional appearance of front office.
- Must possess proficiently office skills, including ability to write professional reports and correspondence.
- Must perform other duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School diploma or equivalency (Associate Degree highly desirable).
- Must be a valid State of Florida Notary Public.
- Two (2) years of progressive experience in building permits and/ or construction trades desirable.
- Equivalent combination of education, training and experience may be considered.
- Computer literate with experience in Microsoft Office, data entry, filing, and excellent communication skills a must.

Licenses or Certifications:

Valid State of Florida driver's license.

Special Requirements:

- Must be fluent in English, with advanced skills in grammar. Ability to communicate in Spanish or Creole is preferred.
- Incumbent must complete a background investigation and security clearance, physical examination, and a drug screening test.

Required Knowledge, Skills and Abilities:

- Responsible for preparation of confidential documentation, letters and reports that require collaboration and input from El Portal officials that may be highly sensitive in nature.
- Knowledge of and ability to use computer system. Use of block maps to locate addresses and properties. Prepares and scans documents. Regularly attends meetings that involve police mission, strategies and intelligence sharing of a sensitive nature. Access secured Police facilities.
- Thorough knowledge of modern office practices and procedures, organization and time management. Ability to establish and maintain effective working relationships with the department heads, employees, Village officials, members of community and the public. Ability to communicate effectively verbally and in writing, compose effective and accurate correspondence.

The Village of El Portal follows the U.S. Equal Employment Opportunity Commission enforcement of Federal laws prohibiting employment discrimination. These laws protect employees and job applicants against employment discrimination when it involves:

Unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. Harassment by managers, co-workers, or others in the workplace, because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Denial of a reasonable workplace accommodation that the employee needs because of religious beliefs or disability. Retaliation because the employee complained about job discrimination, or assisted with a job discrimination investigation or lawsuit.