



**PERMIT CLERK - CITY OF HOWE
FULL-TIME
MINIMUM EXPERIENCE: 2+ YEARS
MINIMUM EDUCATION: HIGH SCHOOL DIPLOMA/EQUIVALENT**

Description

ESSENTIAL FUNCTIONS FOR PERMIT CLERK

- Responsible for knowledge of codes adopted by the city, code compliance, all correspondence and requests for records.
- Responsible for receiving the public and answering questions; responding to inquiries from citizens, and others, and refers when necessary to appropriate persons.
- Responsible for assisting, and counseling the general public, and contractors, in applying for building permits and answering questions about the permits process.
- Responsible for receiving building permit plans, applications and supporting documents.
- Receive plans as they come in for review and distribute plan review letters as needed.
- Responsible for issuing building permits, calculating and collecting applicable fees, issuing signage, monitoring permit status, recommending deposit release and issuing certificates of occupancy.
- Monitor and notify contractors of expired permits; prepare, generate, and file permits; restock permit applications as necessary.
- Responsible for issuing building permits, calculating and collecting applicable fees, issuing signage, monitoring permit status, recommending deposit release and issuing certificates of occupancy.
- Types letters and addresses envelopes.
- The individual will assist the City Secretary and Utility Clerk with public assistance and fine collection when necessary.
- This position has no supervisory responsibilities.
- Individual will perform other duties assigned by the City Administrator when necessary.

Requirements

EDUCATION REQUIREMENTS

- High School Diploma or GED required.
- Minimum two (2) years' experience with office procedures.
- Must be able to type 50 wpm and have good filing skills.
- Must be proficient in working with a personal computer, typewriter, and general office equipment.
- Must have knowledge and experience with Microsoft Word, Excel, Windows, Internet, and E-mail
- Must have experience in using a 10 key calculator by touch.
- Must have oral and written communication skills in English.
- Excellent customer service skills are required.
- Bilingual preferred.

EMPLOYMENT REQUIREMENTS

Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.

Applicants must take and pass drug test, physical, and pre-placement screenings administered by the City of Howe doctor at the City's expense.

Applicants must be neat and professional.

Applicant must have a current valid class "C" driver's license from the department of public safety with no more than two (2) moving traffic violations within the past two (2) years.

SKILL AND ABILITY REQUIREMENT

Ability to display excellent customer service skills.

Ability to follow a firm work schedule as directed by supervisor.

Ability to compute, maintain, and prepare complex records correctly insuring confidentiality.

Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business manner.

Ability to compute and record numbers correctly.

Ability to establish and maintain effective working relationships with office staff, auxiliary departments, elected officials, co-workers, supervisors and the general public.

Ability to communicate effectively orally in the Spanish and English language.

Ability to follow instructions orally or in written form and perform tasks with little of no supervision.

Ability to perform work that is routine and detailed.

Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.

Ability to speak and write clearly and accurately (to include correct spelling).

Ability to make decisions based on available data/criteria, laws, and regulations, or city policy.

Ability to handle special projects of a diverse nature as assigned.

Ability to read and interpret documents such as safety rules and city policy procedures.

Ability to adapt and learn new skills as cross training in other departments is mandatory.

PLEASE SEND RESUME TO CITY SECRETARY MICHELLE HEWITT, 116 E. HANING ST., HOWE, TX 75459 or email mhewitt@cityofhowetx.gov, cc: mwalker@cityofhowetx.gov.