



## **JOB ANNOUNCEMENT**

### **PERMIT AND LICENSE CLERK**

**Summary:** This is administrative, clerical and para-professional work involving building planning duties and specialized administrative support duties in the land use planning process, responding to public with permit applications, and assisting other Department personnel with the building permit and planning processes. Acts as clerical support to the Building Department and provides secretarial support to the Planning Commission and the Board of Adjustments. Normal job duties for this position will include but are not limited to the following:

1. Confer with and advise members of the general public, property owners, architects, engineers, developers, and others regarding City planning and development policies, procedures and standards.
2. Receive and respond to complaints and inquiries on property conditions and zoning violations; forward complaints to code enforcement.
3. Review applications for completeness and verify construction plans have been approved; issue permits for building, electrical, plumbing, mechanical and related work; calculate and collect fees.
4. Verify contractor's possession of valid State licenses when required and current City Business License.
5. Accept plan check applications; calculate and collect fees; assign document number; tag plans; forward for plan review.
6. Assist in preparing information and reports for various committees and advisory boards as directed; may research information and prepare materials for presentations at public hearings.
7. Prepare, maintain and update building-related files and records; maintain and update computer system.

8. Follow up on reports, letters, and items requiring further action including stop work orders and correction notices.
  9. Coordinate inspections and appointments for inspectors and administrative personnel.
  10. Responds to telephone calls, processes mail, answers routine matters, and refers others to appropriate persons for a response.
  11. Prepare business license renewals yearly, process payments, update business license information as needed, issue business licenses for each new fiscal year.
  12. Serve as secretary to the Planning Commission. Attend all meetings, take minutes and maintain records of official proceedings and ensure notice of meetings is delivered to all members.
11. Perform related duties and responsibilities as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to use computer, word processing, and spreadsheet software.
2. Ability to effectively communicate over the telephone and in person with coworkers and the public.
3. Writing and typing skills to compose and generate document records and correspondence using correct spelling, punctuation, and grammar.
4. Math skills to perform basic bookkeeping duties.
5. Reading skills to interpret instructions, regulations, correspondence, etc.
6. Ability to operate various office equipment.
7. Ability to maintain office files.
8. Ability to establish and maintain effective working relationships with the public and coworkers.
9. Ability to work with aging populations and maintain discretion and confidentiality.

#### **ABILITY TO:**

1. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
2. Compile and maintain records.
3. Operate and use modern office equipment including a computer.
4. Learn new software tools such as ArcMap GIS.
5. Communicate clearly and concisely, both orally and in writing.

6. Establish and maintain cooperative working relationships with those contacted in the course of work.

### **OTHER CHARACTERISTICS**

1. High School or equivalent education and experience.
2. Two years of increasingly responsible customer services experience preferably in a building or planning office is desirable.
3. Possession of, or the ability to obtain within six months of appointment, Permit Technician Certification from the International Code Council (ICC).
4. Position requires possession of a valid Alabama Driver's License and satisfactory driving record as a condition of initial and continued employment.

**Minimum Qualifications:** Must possess and maintain a valid Alabama driver's license and be insurable by the City's Insurance Provider. Must possess a high school diploma or equivalent. Must be willing to work overtime. The candidate must have the ability to use word processing and spreadsheet software. The candidate should be able to effectively communicate with coworkers and the public. The candidate should possess basic bookkeeping skills.

The ideal candidate will have 3 years of experience in an office environment, with license or building department experience preferred.

**Rate of Pay:** Minimum starting hourly salary for this position is \$19.80. Salary to be determined by qualifications and experience. The City of Spanish Fort offers excellent benefits to full time employees working a minimum of 40 hours per week including: Health and Dental Insurance for the individuals and assistance with family coverage, state retirement, sick and vacation leave, paid holidays and personal days.

**How to Apply:** The City of Spanish Fort's application may be found at [www.cityofspanishfort.com](http://www.cityofspanishfort.com) or obtained at the Spanish Fort Community Center, located at 7361 Spanish Fort Blvd, Spanish Fort, Alabama 36527, Monday through Friday, 8:00a.m. - 4:30p.m. Applications may be mailed to the Spanish Fort Community Center, attention Nita Hall, 7361 Spanish Fort Blvd., Spanish Fort, Alabama 36527, delivered to the Spanish Fort Community Center in person, or emailed to City Clerk Rebecca A. Gaines at [cityclerk@spanishfortal.gov](mailto:cityclerk@spanishfortal.gov).

**APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED AND MAY CLOSE WITHOUT NOTICE.**

The City of Spanish Fort is a Drug Free Workplace and all applicants will be subject to drug and alcohol testing in accordance with the **ALABAMA DRUG-FREE WORKPLACE POLICY**.

**THE CITY OF SPANISH FORT IS AN EQUAL OPPORTUNITY EMPLOYER  
AND A PARTICIPANT OF E-VERIFY**