



JOB TITLE

Permit Clerk

DEPARTMENT

Baldwin County Building Inspection
Department

JOB SUMMARY

This position is responsible for providing administrative and secretarial support to the department.

MAJOR DUTIES

- Answers the office telephone and provides information regarding building permits and licenses; directs calls to appropriate parties.
- Issues building, electrical, heating and air, gas, plumbing, mobile home, building relocation, fireplace/stove, demolition, driveway, and soil erosion permits upon approval.
- Collects monies and issues permit receipts; balances receipts.
- Assists in scheduling appointments and inspections with contractors and/or homeowners; maintains calendar for Building Inspector.
- Provides information to contractors and/or homeowners concerning permit and inspection requirements.
- Enters all permit and business license data into computer.
- Prepares and sends renewal letters for business licenses and alcohol licenses.
- Establishes and maintains all files and plans for each structure through all phases of construction; maintains all files pertaining to master building permits.
- Maintains logs for utility connections, applications, soil erosion and sedimentation control applications, plans-review schedules, demolition permit applications, and inactive and permanent files.
- Maintains permit and inspection checklist files for all building permits issued.
- Responds to telephone and in-office inquiries related to permits, applications, plan review, soil erosion, and other matters.
- Prepares monthly and annual reports as needed.
- Performs daily computer back-up procedures.
- Types correspondence, memoranda, and reports as needed.
- Prepares office time sheet.
- Compiles information to assist in developing the annual departmental operating budget; assists in monitoring expenditures under current budget.
- Assists in ordering and purchasing office supplies.
- Copies and forwards all issued permits to Tax Assessor on a monthly basis.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant county codes related to the issuance of permits.
- Knowledge of geography of the county, including subdivisions, roads, and street names.
- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of bookkeeping practices.
- Skill in operating office equipment such as a computer, typewriter, copier, and facsimile machine.
- Skill in reading maps.

- Skill in maintaining files and records.
- Skill in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Building Official assigns work in terms of general instructions. Completed work is reviewed for accuracy, compliance with procedures, and the nature and propriety of the final results.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and secretarial duties.
- The purpose of this position is to provide administrative and secretarial support and to issue permits. Successful performance contributes to the efficient operation of the department.

CONTACTS

- Contacts are typically with co-workers, contractors, property owners, business owners, and the general public.
- Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk, with intermittent standing or walking.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

AN EQUAL OPPORTUNITY EMPLOYER

The Baldwin County is committed to having a workforce that reflects diversity at all levels and is an equal opportunity employer. Therefore, qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, political affiliation or any other characteristic protected under applicable law.

Job Type / Type of Position: Full-Time
Education Level: High School
Experience Requirement: 1-2 years
Salary: Depends on Experience

How to Apply:

Qualified persons may apply at
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE
1601 North Columbia St, Suite 230
Milledgeville, GA 31061

Applications may be downloaded from our website, WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION and e-mailed to tdixon@baldwincountyga.com.

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER