

CITY OF MEADOWS PLACE

PERMIT CLERK NEEDED

Position Title:	Permit Clerk
Department:	Administration
Supervisor:	City Secretary
Salary:	\$22 - \$24 per hour (DOQ)
	Medical, Dental, Vision (Covered 97% by the City)
	TMRS Retirement (Matched 2:1)
Work Schedule:	Mon – Fri, 7:30 am - 5:00 pm (Every other Friday off)

SUMMARY OF CLASSIFICATION

This position is responsible for accepting and processing permit applications, payments and providing customer service to our citizens and contractors as well as performing some routine clerical duties. This job requires good organizational skills, close attention to requirements for processing applications, excellent communication skills and the ability to deal tactfully and effectively with members of the public.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Greet and assist customers and residents in person or over the phone and respond to inquiries.
- Conduct permit and plan review activities, which includes accepting and processing permit applications, checking for completeness and compliance with applicable local and state requirements; reviewing and issuing permits for miscellaneous construction projects including, pools, foundations, roof repairs, remodels, demolitions; issuing over-the-counter electrical, mechanical, plumbing, and banner sign permits.
- Receive plans as they come in for review and submit to building official for review and approval and communicate results with applicant.
- Receive and record payments and balance daily cash.
- Monitor and notify contractors of expired permits; prepare, generate, and file permits.
- Gather information and schedule occupancy inspections for rental properties.
- Performs other duties as assigned.

KNOWLEDGE/SKILLS REQUIRED:

- Communicate effectively and courteously with the public, other employees, appointed and elected officials, in person, in writing and by telephone.
- Current office procedures and ability to maintain a filing system and skilled in operating a personal computer, Microsoft Office, standard software, and office equipment.
- Basic knowledge of building codes, ordinances, terminology, construction techniques, etc.
- Ability to communicate clearly, both orally and in writing to citizens, co-workers, and contractors.

- Ability to establish and maintain effective working relationships.
- Follow Department policies and procedures.

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION

- Valid Texas Driver's License
- High school diploma or equivalent
- Bilingual
- Minimum two years of experience in municipal building department, customer service, cash handling or comparable position a municipal government
- International Code Council Permit Technician certification preferred.

Submit completed application packet with signed releases to citysecretary@cityofmeadowsplace.org; City of Meadows Place, Attn: City Secretary, 1 Troyan Drive, Meadows Place, TX 77477.

For more information email Courtney Rutherford at citysecretary@cityofmeadowsplace.org or call 281-983-2931

*Accepting applications until position is filled.