



# Town of Medley

## Building and Zoning Licensing Clerk I

(\$14.00 - \$21.00)

### GENERAL SUMMARY:

The Building and Zoning Licensing Clerk I is responsible for performing clerical/secretarial tasks in support of the Building and Zoning Department.

### SUPERVISION RECEIVED AND EXERCISED:

This position is a full-time position, working 37.5 hours weekly. The Building and Zoning Clerk I reports directly to the Building and Zoning Director/Building Official.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds and assists the public and other departments with inquiries and/or complaints and processes under the jurisdiction of the Building and Zoning Department.
- Receives and answers calls and emails for the Building and Zoning Department.
- Operates the Town's cash receipting system for collection of permit fees, occupational license fees, water bills, and any other collection of fees as assigned.
- Processes a variety of documents including general correspondence, memoranda, statistical charts and specialized documents from drafts, notes, or verbal instruction.
- Receives, prepares, processes, issues, and maintains all records related to the Building and Zoning Department including but not limited to the permitting and inspection process, permit applications, building permit applications, business tax receipts, permit violations, inspection data, reports, and filing and ensures that documents are complete and accurate before submittal through the appropriate process.
- Reviews and ensures that all documents and processes related to the Building and Zoning Department are complete, accurate, and conform to the established department procedures prior to submittal.
- Prepares Contractors registrations including verification of Contractors state license, worker's compensation, and liability insurance.
- Provides reception coverage.
- Performs other duties as assigned by the Building and Zoning/Building Official.

### MINIMUM EDUCATION AND QUALIFICATIONS:

- High School Diploma or equivalent required.
- One (1) years' experience in processing and issuing building and zoning licenses and permits required.
- Must possess a valid Florida driver's license with an acceptable driving record.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Ability to establish, maintain and promote effective working relationships with subordinates, other agencies, co-workers, and the public.
- Ability to communicate effectively, both verbally and in writing.
- Must be computer literate with knowledge of Microsoft Word, Excel, Access.
- Able to read, write, and speak English and Spanish.

### WORK AND PHYSICAL DEMANDS:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed primarily in an office environment that requires the employee to be sensitive to change and responsive to changing goals, priorities, and needs. The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, sit, write, hear, speak, and be required to exert 10 to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May require picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling. Specific vision abilities required by this job include close and distance vision, peripheral, and depth perception. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.