

THE CITY OF DEL CITY JOB DESCRIPTION

PERMIT CLERK

DEPARTMENT OF PLANNING, ZONING, AND INSPECTIONS

GENERAL FUNCTION:

Performs work of a clerical nature utilizing skills, knowledge and abilities normally acquired prior to assuming the position. Responsibilities include, but are not limited to, operating a multi-line telephone system, issuing various licenses and permits, providing reports, typing letters and correspondence, entering data into a computer as well as various other duties relating to the Planning, Inspection and Code Enforcement Divisions of the Community Services Department.

ESSENTIAL FUNCTION:

- Greets, directs, and assists customers at front window.
- Receives and directs telephone calls from a multi-line telephone system; answers calls and takes messages as needed within the department.
- Receives payment for and issues permits and licenses for buildings, day care, beverage, bail bondsmen, garage sales and Contractors. Maintains appropriate records for same.
- Processes applications and enters data into a computer for permits and licenses. Runs reports at the end of each month and checks for accuracy.
- Issues trade licenses for the installation or alteration of all utilities.
- Takes inspection requests and schedules daily inspections for Building Inspectors and Housing Inspector.
- Sends copies of all building permits to county tax assessor twice a year.
- Keep an accurate record of information required for monthly reports and creates a copy of same to be submitted on the first of each month.
- Keep an accurate inventory of supplies and reorder as needed.
- Prepares daily cash report to balance cash drawer.

- Reviews prepay accounts on a weekly basis to check for accuracy.
- Responsible for filing, including file maintenance of property files.
- Keeps front office work areas presentable and well organized.
- Performs related duties as assigned or required.

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Minimum of (2) years' experience of basic clerical skills including word processing and databases.
- Minimum of (2) years' experience in the operation of standard office equipment, i.e., computer, calculator, copier, fax, etc.
- Ability to prepare reports as necessary.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees of the City, citizens, contractors, and other professional contacts.
- Ability to read, comprehend and follow precise policies and procedures and to instruct others.
- Strong organizational skills with the ability to work independently and exercise good judgment under stressful conditions.
- Ability to handle stressful situations, maintaining tact and diplomacy during potentially difficult situations with builders, contractors, homeowners, and other citizens.
- Ability to work overtime when necessary.
- Possession of a valid Oklahoma State Driver license with a driving record acceptable to the City's insurance carrier.
- Possession of a high school diploma or GED.
- Ability to perform duties within a confined area and to sit for an extended period.

ADDITIONAL DESIRED QUALIFICATIONS:

- One (1) year of college coursework in Public Administration, Management, Construction Management, or a related field.
- Successful work experience in the property maintenance, construction or building maintenance industry.
- Must have a valid International Code Property Maintenance and Housing Inspector certification within one (1) of employment and within two (2) years of employment receive International Code Permit Technician certification.

SUPERVISION GIVEN AND RECEIVED:

Performs duties under the supervision of the Community Services Director. Employee does not supervise others.

Signature

Date