

Clerk Specialist

Under general supervision, the purpose of this position is to provide clerical and administrative support involving Building, Planning, & Zoning Department; assists divisional staff (code enforcement) in accomplishing unit objectives. Position is responsible for preparing correspondence, processing applications for permits and business taxes, handling telephone calls, preparing official documents for meetings, and keeping accurate records.

Closing Date: Open until filled.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process inquiries for information involving permitting, business tax collection, contractor permits.
- Provide customer service assistance related to the Building, Planning & Zoning Department.
- Record and receives data pertaining to Building, Planning & Zoning Department and Code Enforcement Division activities.
- Process information related to Lien searches and Business tax receipts.
- Assist Code Enforcement division in preparation and processing of correspondence for Special Magistrate and other legal preparations.
- Knowledgeable of literature and sources of information in the Building, Planning & Zoning and Code Enforcement (code of ordinances, zoning, citations, and building inspections).
- Communicate with other departments as required for operational success.
- Type, Fax, Copy and File Correspondence.
- Possesses good record keeping techniques.
- Performs other duties as assigned and directed by Department Manager & Administration (City Manager).

Education and Experience:

- High School Diploma or Equivalent. AA Degree Preferred
- Two years of recent, paid work experience performing administrative/customer service duties with a high volume of public contact. Local government experienced preferred
- Must have effective written and oral communication skills and organizational abilities to work with public.
- Must have experience working with Microsoft Office Products, MS Word & MS Excel.
- Must have working knowledge of office equipment and procedures.
- Bi-Lingual (not required, but preferred)

Inquires:

Applications are available online at: www.cityofpahokee.com

Please submit a cover letter and resume to:

City of Pahokee

Human Resource Director

Jacqueline Ramsay

207 Begonia Drive

Pahokee, FL 33476

Email: jramsay@cityofpahokee.com

Job Type: Full-time