

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	Building Permit Clerk
Department:	Planning & Zoning Department
Reports To:	Planning & Zoning Director
FLSA Status:	Non-Exempt, hourly
Employment Status:	Full Time – 40 hours Biweekly
Pay Grade:	4

SUMMARY:

The Building Permit Clerk serves as the primary technical assistant for processing building permits and inspections and compiles and maintains records of business transactions related to the construction of commercial and residential properties.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: includes, but are not limited to:

- Provides in-person and telephone customer service determining the nature of business and providing information and direction;
- Schedules daily inspections and appointments for Building Inspectors;
- Reviews records and reports submitted by applicants for accuracy and completion;
- Responds to general information requests about zoning, code enforcement, construction and building inspections or refers the matter to appropriate staff;
- Prepares and maintains applicable building, housing, code enforcement, and zoning permits and records;
- Prepares and maintains correspondence pertaining to the building inspection process;
- Prepares or composes on a frequent and regular basis, reports, recommendations, applications, plans, informational summaries, letters, compliance or other required documents;
- Assists with data collection, records organization and retention for the Planning and Zoning Department;
- Maintains applicable training and accreditation for the position; and
- Assumes duties/responsibilities of coworkers and performs other duties as assigned.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- General knowledge of applicable building, HVAC, electrical, plumbing, and construction permit processes;
- Ability to interact tactfully and courteously with the public and to establish and maintain effective working relationships with coworkers, county officials and members of the public;
- General computer software, application and systems knowledge and ability to create and maintain thorough, accurate records;
- Working knowledge of and experience with Microsoft Excel; Microsoft Word and any other software specifically required by the department;
- Ability to prepare and process correspondence pertaining to the building inspections process;
- Ability to maintain detailed electronic and paper files;
- Ability to exercise sound judgment; and
- Ability to work under general supervision.

EDUCATION, EXPERIENCE AND CERTIFICATION:

An Associate's Degree in business administration, design, construction, data management or any other job-related field plus two years of clerical and administrative office experience, and/or equivalent combination of education and experience.

Certification as Permit Technician as per the Kentucky Department of Housing, Buildings and Construction or the ability to obtain the certification within 12 months from date of hire is required and a condition of continued employment as a Permit Clerk. Certification requires 12 hours continuing education per year.

NECESSARY SPECIAL REQUIREMENTS:

- Must maintain a valid Driver's License and acceptable driving record; and
- Ability to meet the physical demands of the job which include, but are not limited to, sitting, walking standing, reaching, stooping, kneeling, crouching, and lift and/or move objects that weigh up to up to 25 pounds.
- Specific vision abilities required by this job include close vision.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Date

Supervisor Signature

Date