



**PERMIT CLERK/
CODE ENFORCEMENT BOARD SECRETARY
(full-time; hourly; non-exempt):**

Requirements: Must have a high school diploma or GED equivalent and at least one (1) year of experience in a clerical position. Must have computer skills and be proficient in Microsoft Office/Word; the ability to learn various database applications. Must have strong administrative skills to include typing, task organization and the ability to work independently. Must have excellent oral and written skills (Bilingual- English/Spanish preferred) and excellent customer service skills. Must be available for evening Code Enforcement meetings each month. Requires knowledge of correct English usage, spelling, vocabulary and arithmetic; clerical and general office practices, procedures, personal computer, programs and equipment.

Duties: Assist the Building Department with permit/inspection requests and data entry. Attend and record monthly Code Enforcement meetings (evening). Responsible for preparation of Agenda, Minutes, letters, correspondence with the public and Code Board members. Conducts searches of Public Records requests and performs open permit and code violation searches as required. Typing, filing, answer phone lines, greet customers and general office duties as assigned to meet the operational needs of the Department.

Salary DOQ. Includes excellent benefits: 100% paid healthcare; Florida Retirement System pension benefit from start date. Vacation and sick leave; paid holidays.

Download City employment application:
<http://www.floridacityfl.net/Employment%20Applicationxx.pdf>

Send completed employment application and resume to:

City of Florida City
Human Resources
404 West Palm Drive
Florida City, Fl 33034
or via email:
pdirector@floridacityfl.gov

DATE OF POSTING: 10/20/2017
CLOSING DATE: open until filled