



HAINES CITY

POSITION ANNOUNCEMENT

POSITION TITLE: Permit Clerk

DATE OPENED: 01/05/2017

DEPARTMENT: Development Services

HIRING RANGE: \$11.00 to \$16.50 (Hourly DOQ)

POSITION FUNCTION: Under the general direction of the Building Official, entry level position that performs assigned duties necessary to support the clerical functions and needs of the Development Services Department. Duties may include, but are not limited to, record keeping, typing (e.g. memos, letters, spreadsheets, permits, etc.), dictation, filing, answering telephones, taking and disseminating messages, guest services, errands, copying, bill processing, cash handling, accounts receivable and payable, and scheduling meetings, mail handling and distribution, and making travel arrangements.

ESSENTIAL DUTIES:

1. Entry level position that performs assigned duties necessary to support the clerical functions and needs of the Development Services Department. Duties may include, but are not limited to, record keeping, typing (e.g. memos, letters, spreadsheets, permits, etc.), dictation, filing, answering telephones, taking and disseminating messages, guest services, errands, copying, bill processing, cash handling, accounts receivable and payable, and scheduling meetings, mail handling and distribution, and making travel arrangements.
2. Performs additional duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES: Required knowledge and experience is normally obtained through the completion of a curriculum resulting in either a High School Diploma or GED, and one (1) year work related experience is required. An Associate's Degree, Vocational, or Technical administrative clerical training is preferred. Work requires the ability to read and write letters, memos, and contracts. Work requires the ability to develop spreadsheets and other job related analysis. Must possess good oral and written communication skills. Must possess good organizational skills. Ability to work under high demands, short time constraints, and pressure of a fast paced work environment. Ability to establish and maintain effective working and professional relationships with City and other public employees, public officials, contractors, consultants, vendors, media and the general public. Knowledge of Microsoft Word, Excel and Power Point. Basic understanding and knowledge of filing practices and principles. Must possess a valid Florida Class E driver license. Must pass applicable pre-employment testing and background and credit checks.

All applicants must complete an employment application and submit it to the City of Haines City Human Resources Department in order to be considered for employment. Applications and job announcements are available at www.hainescity.com. Position is considered "Open Until Filled", unless otherwise specified.

Our Mission

"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."

P.R.I.D.E.

Professionalism • Responsiveness • Integrity • Diversity • Ethics