

CITY OF FULSHEAR
PERMIT CLERK

CLASS SUMMARY

FLSA Status: A

This is responsible clerical work performing a variety of routine administrative support functions for Building Services. Processes residential and commercial building permits, applications, and other development-related submittals through the review process. Work involves considerable public contact. Work involves word processing, maintaining specialized tracking systems, processing payments and fees, processing monthly status reports, assembling and preparing technical and detailed documents and manuals, and performing duties specialized to the operational area assigned requiring knowledge of a variety of City operations, functions, and priorities. Some incumbents may serve as lead worker and may be assigned to cross-check the tabulations-accounting related work of other building services employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Accepts and reviews building permits, applications, and other development-related submittals including residential and commercial site plans and final plats; accurately processes cash, checks, and credit cards and accounts for fees and payments received and recorded; reviews applications for completeness and appropriateness.

Receives and responds to inquiries from the public, contractors, developers, and various others, and collaborates with other City staff regarding the development review process, forms, fees, fines, procedures, and status of applications; requests information for Planning and Zoning Commission items, both in person and by phone, fax, and email.

Works with department staff to coordinate processing of contractor registrations, building permit applications, and other development-related submittals, prepares application packet materials for Commission agendas, compiles staff reports;

Prepares correspondence and provides other administrative support to Building Services department managers and other staff.

Operates a variety of office equipment such as a personal computer with standard and customized business software, printer, photocopier, and calculator.

Performs other tasks and duties as assigned or required related to the position and activities of the department.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit, stand, and handle or operate standard office equipment. The employee is frequently required to talk or hear. Specific vision abilities required by this job include close vision.

Ability to type in a sustained manner. Work is primarily performed in an office environment. Work involves exposure to normal everyday risks typical of offices.

MINIMUM QUALIFICATIONS

Work requires possession of a high school diploma or GED and at least one year of office support or clerical accounting experience; or any equivalent combination of education and/or experience that provides the following knowledge, abilities, and skills:

Knowledge of appropriate business English and spelling.

Knowledge of modern telephone and office equipment, practices, and procedures.

Knowledge of secretarial and clerical practices and procedures in general and specific to the unit to which assigned.

Knowledge of computer data entry and software programs.

Knowledge of City services, departmental operations and organization.

Ability to make decisions in accordance with established policies and procedures.

Ability to maintain records and prepare reports in accordance with prescribed policies and procedures.

Ability to provide excellent customer service with a calm professional manner in sometimes tense situations.

Ability to establish and maintain effective working relationships with city officials, employees, and the public.

Skill with word processing equipment or personal computers.

Skill in demonstrating fiscal responsibility to include accurately conducting cash, check, and credit card payment transactions, and processing, auditing, and verifying daily balances with high degree of accuracy.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS

Valid State of Texas Driver's License

Revised: March 24, 2017