

**City of Fulshear**  
**JOB DESCRIPTION**

**Position Title:**

Permit Clerk I

**Position Status:**

Non - Exempt

**General Description:**

To perform a variety of tasks associated with advanced technical plans examining work; to enforce building codes, regulations and ordinances for both residential and commercial construction.

**Organizational Relationships:**

Reports to: City Building Official

Supervises: N/A

**Qualifications:**

High School Diploma or GED required; at least 3 years of customer service experience. A valid Class C Texas driver's license. The person in this position must be able to pass background check and drug test. Ability to read, write and communicate effectively in person or by telephone with the public in the English language. Some travel required.

**Additional Required Knowledge, Skills and Abilities:**

**Knowledge of:**

The ability to employ sound administrative and customer service skills in a team environment. The ability to organize files and documents; the ability to utilize computer software including Microsoft Office. The ability to communicate clearly both verbally and in writing and the ability to maintain confidentiality. Knowledge of bookkeeping procedures and cash handling associated with accounts receivable. Ability to perform physical demands of position as outlined in personnel manual.

**ESSENTIAL DUTIES:**

- Type's material as assigned; including such items as correspondence, schedules, legal documents, reports, agendas, official minutes, statements, routine reports and other similar documents.
- Serves as receptionist for visitors to the department, providing information in a friendly and courteous manner.
- Assists the department head in communications with other City departments, the City Manager, the general public and, if instructed by the department head, the City Council.
- May assist other departments at the instruction of, or with the approval of, the department head.
- Assists the department head with scheduling appointments and meetings.
- Receives, opens and distributes mail.
- Prepares and maintains necessary files and records for the department in a logical manner that allows prompt retrieval.
- May be responsible for issuing checks and for receiving, receipting, depositing and accounting for cash received.
- Maintains a thorough knowledge of the department and a general knowledge of all city departments, programs and operations.
- Maintains adequate supplies and materials, and orders same when necessary.
- Other duties as assigned or required to perform the function of the position.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work more than 40 hours a week. As a City employee you are required to provide services or perform duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, you may be required to remain and perform needed services.

By my signature, I acknowledge the content of this job description and understand the criteria for future work performance appraisals.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date