

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS
JOB ANNOUNCEMENT**

Position Title: Full-Time Zoning & Permitting Receptionist

Closing Date: September 22nd, 2023 by 4:30PM

Anticipated State Date: October/2023

Annual Salary: Pay Grade 4, \$31,200 (Salary will be determined in accordance with current agency pay policy)

Benefits: FRS Retirement & Insurance Benefits

Contact Person: Cortni Bankston

Building/Zoning Department

34 Forbes Street, Suite 1

Apalachicola, FL 32320

Phone: (850) 653-5337

The Franklin County Board of County Commissioners is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination of violence in the workplace. The Franklin County Board of County Commissioners supports a Drug-Free workplace. All employees are subject to a reasonable suspicion of testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

POSITION DUTIES

- Direct visitors to the appropriate person and/or office
- Performing basic office tasks, such as answering and forwarding incoming phone calls, taking thorough messages, scanning documents, and operating office machines
- Provide basic and accurate information in-person and via phone calls
- Customer service
- Building Department: basic knowledge of flood maps, property appraisal website, and building department website.
- Zoning Department: basic knowledge of zoning maps, zoning districts permitted uses, development standards and setbacks, and the zoning department website. Must be able to commit one evening a month for taking minutes at Planning & Zoning Board meetings,

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Three (3) years of office experience
- Good proficiency with computers (Microsoft Word and Excel)
- Solid written and verbal communication skills (must be able to communicate effectively and professionally with other departments and citizens)
- Resourceful and proactive

Applications are available online and are due not later than 4:30PM, Friday, September 22nd, 2023 at: Franklin County Building and Zoning Office, Attn: Cortni Bankston, Zoning Administrator, 34 Forbes Street, Suite 1, Apalachicola, FL 32320, (850) 653-5337