

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

POSITION TITLE: Permitting Clerk, Building and Zoning Department

CLOSING DATE: May 30th, 2024

HOURLY RATE: \$30,000 per Year/ \$16.48 per Hour, with benefits

MINIMUM QUALIFICATIONS: High school diploma or equivalent; and two (2) years of work experience in a related field; or any combination of training and experience which provides the required knowledge, skills, and abilities to perform the job. Applicant must be able to multi-task, have basic computer skills, type at least 35 words per minute and provide good customer service.

POSITION DUTIES: The Permitting Clerk will receive permit applications and assist contractors and homeowners in the permitting process. This position entails routine clerical work which follows well established procedures. This position requires customer service skills, answering busy phone lines and standard questions, taking messages, use of various data systems, typing, filing, sorting mail, and operation of a variety of office machines. Duties may include typing letters, memorandums, reports, statements, or other correspondence, and filing materials numerically, alphabetically or by other established classifications relating to the Building Department.

Applications are available online at <https://www.franklincountyflorida.com/wp-content/uploads/2016/06/jobapplication.pdf> and are due no later than 4:30 p.m., May 30th, 2024 at: Franklin County Building and Zoning Department, Attn: Steve Paterson, Building Official, 248 Hwy 98, Eastpoint, FL 32328, 850-653-9783.

Franklin County is an Equal Opportunity Employer and Drug-Free Workplace.