

City of Diamondhead Building Department Clerk

Department: Building
EEO Category: Administrative Support **FLSA Status:** Non-Exempt
Date Approved: June 3, 2013

Purpose of Position

The Building Department Clerk is a full time and/or part time, permanent position in the Building Department. The immediate supervisor for this position is the Building Official. Responsible for all administrative and technical work required of the Building Department.

Job Responsibilities

- Participates in the review of plans and specifications to determine compliance with existing codes and ordinances prior to the issuance of permits.
- Shall accept all request for inspections, and report said request to the Building Inspector.
- Review and approve all building permit applications, plans, and required legal documents for all commercial, residential and mobile home permits.
- Enforce all Building codes, ordinances, and FEMA flood zone requirements for building (new construction-additions,-remodeling and mobile homes) in the city.
- Organize the licensing of all contractors who do work in the City.
- Call in Release numbers to the utility companies to release services for power.
- Organize land roll book each year as received from Hancock County.
- Work with the Hancock County 911 department and the DPOA for new addresses.
- Issue all Permits, file Permits, do cash reports, make all deposits, file plans and subdivision plats.
- Do monthly reports for the Census Bureau and Gulf Regional Planning Commission, and forward all copies of new permits to the Tax offices at the County Courthouse.
- Order all Office supplies and materials for the Building Department.
- Attend approved instructional classes for building code, flood plain classes and others and achieve and maintain such certifications as needed.
- Receive and issue all Privilege License request and applications.
- Take Complaints for Community Court, send out letters of complaint, issues Notice of Citation. Put all data in computer for Court Date, print docket. Input data in Incode after court such as payments, change of court date and dispositions.
- Performs related work as required.

Knowledge, Skills, and Abilities

- Computer data entry
- Microsoft Word
- Microsoft Excel

- Machine Transcription
- Use all Office equipment
- Meet specified or required deadlines
- Work as a team member with other employees
- Communicate effectively with residents, elected officials, other City Employees, both oral and written
- Maintain Confidentiality
- Work autonomously when needed
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain professional composure in heated situation
- Follow departmental and City Policies and procedure

Employee

Date

Supervisor

Date