

McDUFFIE COUNTY, GEORGIA
CLASS SPECIFICATION

Job Title: Secretary I Permit Clerk
Dept: Planning & Zoning
Reports to: Planning & Zoning Director

Dept. Code: 7400
Date: 1/2024

JOB SUMMARY:

The work of this position involves providing basic secretarial assistance to the Planning Board Office, issuing building permits, preparing correspondence, maintaining office ledgers, recording information, filing, and providing basic answers to the general public about Permit and Zoning regulations.

JOB ESSENTIAL FUNCTIONS:

- Assists callers or directs callers to the appropriate office or persons
- Greets visitors, answers questions, provides applications or other requested forms or assistance or directs them to the appropriate office for assistance
- Issues City and County permits; processes permits or complaints; logs permits and 911 address information in the computer
- Schedules inspections and monitors inspection schedule
- Schedules inspections and monitors code enforcement schedule
- Processes alcohol license applications and renewals for the City and County
- Calculates and collects fees or fines and provides receipts or sends notices of monies due
- Maintains files regarding correspondences, reports, permits or bookkeeping records
- Receives, processes, and routes in-going and out-going mail
- Maintains manual or automated records of permits
- Responsible for correspondence with Planning Board members; reminders, memos, etc.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of procedures for issuing permits
- Knowledge of the county's zoning ordinance
- Knowledge of bookkeeping and filing procedures
- Ability to complete basic clerical tasks, including typing, filing, and answering the telephone
- Familiarity with Microsoft Office, Adobe and similar products
- Skill in dealing with the public; good written and verbal communication skills; customer service skills
- Ability to read zoning and topographic maps
- Ability to follow oral and written instructions

PHYSICAL DEMANDS:

- The work requires sitting at a desk with intermittent standing, walking, bending and crouching, occasionally lifting light objects, and the use of equipment requiring a high degree of dexterity, e.g., keyboard

GUIDELINES:

- Guides include county ordinances, comprehensive land development regulations, and departmental policies and procedures. The guidelines are typically clear and specific, but sometimes general, requiring some interpretation

MINIMUM QUALIFICATIONS:

- Must hold a high school diploma or equivalent.
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent
- Six months experience in an office environment with general clerical duties
- Bookkeeping experience, preferred
- Computer experience, preferred
- Planning and Zoning experience, preferred