

Role and Responsibilities

JOB TITLE:	Permit Clerk	Position Type:	Full Time
Department/Group:	Permitting Department	Payroll Line Item	0012-0486-0002
Location:	1 State Highway 150 Room 3	Travel Required:	None
Employee Name:		Date of Hire:	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Assist customers with the permit application process • Answer and return calls • Process customer receipts in SAFE program • Process hard paper permits for files • Enter permit information on spread sheet • Name & sort final permit scans to hyperlink file. • Scan final OSSF files into computer and enter into SAFE program • Prepare and turn in weekly deposits to Treasurer Department • Maintain email daily • Enter time into department payroll • Special projects as needed <p>EXPECTATIONS</p> <ul style="list-style-type: none"> • GREET AND ASSIST EVERY CUSTOMER WITH KINDNESS • ALL EMAILS MUST BE WORKED BY THE END OF THE WEEK • MAKE SURE THAT TIMESHEETS ARE SAVED BY THE END OF DAY THURSDAY • SHOW UP TO WORK AT YOUR SCHEDULED TIME. IF YOU WILL BE LATE OR NEED TO SCHEDULE OFF, YOU MUST GET SUPERVISOR APPROVAL <p>PREFERRED SKILLS</p> <p>Detail oriented</p> <p>ADDITIONAL NOTES</p>			
Reviewed By:	Name	Date:	Date
Approved By:	Trisha Basham	Date:	09/11/2025
Last Updated By:	Trisha Basham	Date/Time:	