



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: **September 27, 2024**

Date Listing Will Close: **October 4, 2023 @ 5:00 PM**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Permit Clerk & Records Assistant**

Department: **Code Administration**

Salary: **\$27,000 -- \$37,000**

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications/ Experience: See Attached Job Description

HARRISON COUNTY HUMAN RESOURCES

1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION

JOB TITLE: Permit Clerk & Records Assistant

DEPARTMENT: Code Administration

REPORTS TO: Code Administrator

MAINTENANCE REVIEW DATE: July 9, 2024

CLOSING DATE: October 4, 2024

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: The purpose of this position is to perform office duties including but not limited to permitting, filing, answering phones, providing customer service for E911 addressing, and preparing documents related to the Code Administration.

ESSENTIAL JOB FUNCTIONS:

1. Receive all paperwork required for permitting, for new contractors (general and sub-contractors); Review all paperwork for license application in Harrison County; approve applicants for license in Harrison County (rural).
2. Issue permits in special flood hazard areas; look up general flood info on jobs when permitting.
3. Check contractor information when applying for permit; receiving and process applications for new construction of residents and commercial jobs; send applications to inspectors for review.
4. Data entry of all license information for contractors; maintain contractor files in permit software.

5. Prepare permit once approved by inspectors in permit system and contact permit holder when ready for pickup; Set up inspections; issue Certificate of Occupancies when approved.
6. Help customers with general address questions and information such as (but not limited to) address verification, owner info and location; general address maintenance to include but not limited to road names, zip codes, property ownership.
7. Assist customers at front counter for permitting, questions, licensing, assist E911 (general), answer phones, send emails on various projects, reports, general information, filing, take complaints.
8. Receive public record requests from various places such as Chancery Clerk, E911, and other offices/general public; receive payment of requests once done and send request either by email, fax or mail.
9. Receive and document complaints from customers at counter or by phone/email; give to appropriate person to investigate each complaint.
10. Prepare monthly reports to Harrison County Board of Supervisors, Census, Development Commission, and Tax Assessor.
11. Prepare daily bank deposits and reports for cash intake.
12. Assist office staff with permits, flood permits and permit reports.
13. Assist office staff with general everyday permitting such as electrical, plumbing, etc.
14. Assist office staff with flood map information for permits in and out of flood zones.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Other related duties as required

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of database operations and management (permitting and licensing).
- Math skills for determining permit valuation and square footage of plans submitted.
- Knowledge of how to operate various office equipment (calculator, scanner, printer).

- Knowledge of computer systems to enter all permit paperwork, scan plans, elevation certificates. Set up inspections.
- Proficiency with Microsoft Office Suite. (Word, Excel, PowerPoint and Access); ability to learn new software as necessary.
- Strong organizational skills essential; must be well organized and attentive to details.
- Math skills to determine square footage of plans, figure out building permit costs per square foot.
- Customer Service skills in order to assist customers with basic knowledge of permitting, E911, flood information or direct them to the correct dept. or person.
- Skill in data entry, filing, scanning digital plans, paperwork, E911 request /verifications, basic flood map queries
- Ability to operate various office equipment to include but not limited to fax, email, phone, etc.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time sensitive deadlines.
- Ability to maintain confidentiality of information processed or prepared.
- Ability to work independently as well as with a team; cooperative and willingness to assist all County departments where necessary.
- Ability to communicate effectively, both orally and in writing.
- Must possess positive, professional interpersonal skills.
- Assist office staff with general everyday permitting and customer service.
- Assist other offices with general information for Code Administration.

EDUCATION AND EXPERIENCE REQUIRED:

- High School Diploma.
- Three (3) years of work experience with increasing responsibility in Office management.
- Any equivalent combination of education and experience

ADDITIONAL REQUIREMENTS:

- Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

SALARY RANGE: \$27,000.00 - \$37,000.00 annually

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		X
Work involves the operation of earth-moving equipment or commercial motor vehicles		X
Work involves the operation of non-commercial motor vehicles	X	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		X
Work involves the operation of motorized equipment such as chain saws, power saws, Jackhammers , lawn mowers . tractor		X
Work involves climbing or running		X
Work involves stooping, bending, twisting, or reaching out in unusual positions		X
Works above ground or floor level, such as on stools or ladders		X
Works in a relatively high average temperature over a long period of time		X
Work involves considerable physical exertion of the whole body over a long period of time		X
Work requires near vision (20 inches or less)	X	
Work requires distance vision (20 feet or more)		X
Work involves the detection of color differences	X	
Work involves determination of the correct location of a sound, such as footsteps		X
Work involves hearing and understanding conversation or sounds		X

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		X
Wet, Humid Conditions (non-weather)		X
Work Near Moving Mechanical Parts		X
Work in High, Precarious Places		X
Fumes or Dust		X
Toxic or Caustic Chemicals		X
Extreme Heat (non- weather over 90° F.)		X
Low Noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)	X	
Loud Noise (e.g., jackhammer, heavy motorized equipment)		X