

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Building Permit Clerk	<b><u>CLASS NUMBER:</u></b> 10008	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Economic Development & Planning	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A9	<b><u>POSITION CONTROL #:</u></b> 051121
<b><u>POSITION LOCATION:</u></b> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director (051200)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Building Permit Clerk classification is to provide customer service to support administration of the Building Permit Process. Responsible for the intake of construction project packages for the preparation of required building permits.

**JOB DUTIES:**

Utilizing the county’s new permitting software (SMARTGov) that streamlines, automates and expedites all activities related to the permitting process (e.g. accepting building permit applications and reviewing for completeness.) Return incomplete packages to customer with explanation of what is required. Process and issue HVAC, electrical, and demolition permits, check building plans for additions, decks, porches, garages, detached structures, swimming pools, pole barns, etc. Review and process mail-in HVAC and electrical permits. Track permit packages through approval process with outside agencies. Research to determine whether minimum requirements for approval of a plan, license, or permit package has been met. Training staff on the county’s new permitting software as new functions of the software become available to staff and customers.

Prepare and distribute contractor registration renewal letters and sort and distribute mail to department employees. Respond to public inquiries regarding permit issues via telephone and in person. Research public inquiries for work-in-progress and research public record requests as needed. Interact and communicate with third parties such as architects, engineers, attorneys, and other public agency personnel. Explain to the general public and residential contractors the more complex and difficult issues relating to building and zoning, plan review processes, contractor license requirements, and functions of various boards and commissions.

Utilizing the county’s new permitting software to maintain building permit records and prepare reports. Prepare and compile statistical data detailing the number of permits processed. Update database with current registrants’ information. Prepare monthly report of activity that is posted on the agency’s webpage

Utilizing the county’s new permitting software in conjunction with the agency’s GIS manager to implement an e-pay option. Prepare receipts of various fee payments related to building permit functions. Receive fee payments and prepare zoning receipts within the jurisdiction of the department. Prepare daily fiscal report for agency’s fiscal officer. Responsible for maintaining secure receipt of all payments. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; office practices and procedures; agency policies and procedures. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; deal with many variables and determine specific action; calculate fractions, decimals and percentages; use statistical analysis; complete routine forms; maintain accurate records; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with six (6) months clerical experience.

**Additional Requirements**

No special license or certification is required.

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

N/A

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date