

PUTNAM COUNTY BOARD OF COMMISSIONERS



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NOTICE

Putnam County Board of Commissioners is seeking qualified applicants to fill the Full-Time position of **Permit Clerk** in the Planning & Development Office. This position is responsible for performing a variety of clerical and administrative duties.

The qualified applicant must possess excellent customer service skills, the ability to operate a computer, and other office equipment including a calculator. Duties include, but are not limited to Issue Permits: Building, Electrical, Mechanical, Plumbing, Timber, Land Disturbance, Contractors Licenses, file maintenance for Building and Zoning, Contractors Files, Timber Permits, provide Tax Assessors' Office with new permits identified by map and parcel numbers and other required information, telephone operations including scheduling inspections and providing information to the public, general Office Correspondence including Building and Zoning and routine daily correspondence, mass mailings, maintain petty cash fund and prepare weekly cash reports and deposits for submission to the County Finance Office, prepare reports, monthly U. S. Census Reports, periodic contractors list and timber contractor lists, maintain Planning and Zoning Minute Book including index preparation, and prepare purchase orders and maintain office supplies. In addition to the above duties, the selected applicant will also perform any other related duties as assigned.

This is a Full-Time position and compensation will be based on qualifications and the current county pay scale.

Applications are available at the Putnam County Board of Commissioners office, 117 Putnam Drive, Eatonton, Georgia or may be accessed and printed via this website www.putnamcountyga.us. All completed applications should be submitted directly to Human Resources, Attention: Cynthia Miller, 117 Putnam Drive, Suite A, Eatonton, Georgia.

Putnam County is an Equal Opportunity Employer.