

# **THE CITY OF TAFT IS ACCEPTING APPLICATIONS FOR**

## **UTILITY CLERK / PERMIT CLERK**

### **Description:**

The Utility Clerk/Permit Clerk is a pivotal role reporting directly to the City Secretary. This position is instrumental in supporting utility billing and permitting operations, requiring a detail-oriented individual with excellent communication skills and a strong commitment to customer service.

### **Fundamental Job Duties and Responsibilities:**

The following examples are intended to be illustrative and are not intended to be all inclusive. The position requires:

#### **UTILITY CLERK:**

- Proficiency in computer usage, including Microsoft Word, Excel, and Outlook.
- Excellent telephone etiquette and customer service skills.
- Accurate intake and processing of utility payments.
- Ability to handle currency with precision.
- Adaptability to customized billing software.
- Competitive salary commensurate with skills.
- Comprehensive health, leave, and retirement benefits.
- Applications accepted until filled.
- Reports directly to the City Secretary.
- Performs other work as required or assigned.

#### **PERMIT CLERK:**

- Assisting the Building Official and managing the overall operation of the Building Department, including issuing building permits.
- Daily interaction with the public, responding to requests or inquiries regarding permits.
- Providing information in person, by telephone, and in correspondence regarding building ordinances, codes, and permit application processes.
- Assisting the public in completing building permit applications and other necessary forms.
- Reviewing building permit applications for completeness.
- Accepting construction plans and documents for permit processing, and accurately calculating fees for various permits.
- Issuing building permits and scheduling building construction inspections.
- Verifying the current and active status of contractor licenses.
- Preparing permits, writing routine reports, and maintaining various records.
- Providing information and answering questions from the public regarding departmental policies and procedures related to permits.
- Managing an inventory of forms and applications.
- Accurate intake of permit fees.
- Reports directly to the City Secretary.
- Performs other work as required or assigned.

### **To Apply:**

**Interested parties should apply at [TML.org](http://TML.org) or directly at Taft City Hall located at 230 Green Ave, Taft, TX 78390 or by email at [agomez@tafttx.gov](mailto:agomez@tafttx.gov)**