



Permitting Technician

All positions are regular full-time unless otherwise noted. Applications are only accepted for positions that are currently open. A separate application must be submitted for each position. Each application or resume must include the position title for which you are applying.

STARTING SALARY: \$11.58/hour (\$24,086.40 annually)

BENEFITS INCLUDE: 100% employee only paid Health, Dental, Long Term Disability Life/AD&D insurance, 50% paid dependent health insurance, 401a retirement (fully vested after 3 years), paid time off, and paid holidays.

In addition to the benefits listed above. Employees have the option of purchasing additional Life insurance, Short Term Disability, Accident insurance, Critical Illness insurance, and Vision insurance at reduced rates.

DEPARTMENT: Growth Management Department

CLOSING DATE: Open until filled

Responsible work under limited supervision oversees the issuance of building permits and collects and records payments required for such permits. Receives and responds to customer inquiries regarding the activities of the Building Division. Performs various duties in permitting, inspection, zoning, code enforcement and all related department services.

High school diploma or General Education Degree (GED) equivalency.

At least (2) years' data entry or clerical experience to include some supervisory/leadership experience. At least (2) years' experience in construction industry or Building Department operations, or any equivalent combination of education and experience that provides the required skills, knowledge and abilities. Must be skilled in data entry and customer relations.

All interested applicants must submit an application and resume. Applications and resumes will be accepted in the Human Resource Office or fax to (352) 751-0230 or e-mail to employment@ladylake.org. Applicants are advised that all submitted materials are subject to public disclosure per Public Records Act. Equal Opportunity Employment/ Drug-Free Workplace/ADA

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