



**POSITION TITLE: PERMIT CLERK/ PLANS PROCESSING**

**REPORTS TO: COMMUNITY DEVELOPMENT DIRECTOR**

**OPENING DATE: 01/09/2026 CLOSING DATE: 01/19/2026**

**SALARY: 17.00/ HOUR FLSA STATUS: NON-EXEMPT**

**DFWP/ EOE**

**Requirements:** Must have a high school diploma or GED equivalent and at least one (1) year of experience in a clerical position. Must have computer skills and be proficient in Microsoft Office/Word; the ability to learn various database applications. Must have strong administrative skills to include typing, task organization and the ability to work independently. Must have excellent oral and written skills (Bilingual- English/Spanish preferred) and excellent customer service skills. Requires knowledge of correct English usage, spelling, vocabulary and arithmetic; clerical and general office practices, procedures, personal computer, programs and equipment.

**Duties:** Assist the Building Department with permit/inspection requests and plans submittals; data entry. Conducts searches of Public Records requests and performs open permit and code violation searches as required. Typing, filing, answer phone lines, greet customers and general office duties as assigned to meet the operational needs of the Department.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to handle, or operate objects, tools, or controls; and reach with hands and arms.

The noise level in the work environment is moderately quiet. Work is performed in an office setting within a controlled environment.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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**HOW TO APPLY:**

Must submit a cover letter, resume and three (3) references. Send completed submittal via email or to the address below:

City of Florida City  
Attn: Human Resources  
404 West Palm Drive  
Florida City, Fl 33034  
305-247-8221  
[pdirector@floridacityfl.gov](mailto:pdirector@floridacityfl.gov)