

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 01/12/2022

Response Deadline: 01/22/2022 *

* RESUMES ARE ACCEPTED UNTIL THE POSITION IS FILLED.

Agency: Department of Development – Building and Zoning Division	Job Title: Permit Specialist I
Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>	Bargaining Unit Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Salary: \$13.30 - \$18.71 per hour
Work Location: 130 High Street, Hamilton, OH	Hours of Work: 7:30 a.m. – 4:00 p.m.

Essential Functions:

- (1) Processes building permit applications, files electrical permits, processes residential and commercial electrical applications and permits, and provides staff support to other divisions.
- (2) Answers telephone and directs calls to appropriate official or employee; greets visitors, ensuring hospitality and that visitor is properly directed, including walk-ins who have no appointment; and schedules appointments or meetings as needed for officials or staff.
- (3) Monitors office supplies and orders as needed; advises department head on needed equipment, supplies, and the like; and coordinates paper flow and records management to ensure that office activities are properly documented.
- (4) Oversees budget and expenditures, making deposits, processing invoices, preparing financial documents and records, and processing initial claims from the public or other employees.

Required Qualifications:

High school diploma with some course work in business and/or secretarial science; and two (2) years' experience in a similar position in the construction industry and/or a position with exposure to building codes and standards; or any combination of education, training and/or experience equivalent to the minimum qualifications stated above.

Selection Procedure: Resumes and Interviews

SUBMIT COVER LETTER AND RESUME TO:

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011
or email to resumes@bcOhio.us
Please indicate Job Title in subject line.

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER