



Town of Melbourne Beach

Town of Melbourne Beach Employment Opportunities:

POSITION: Building Administrative Assistant

Full Time Position. Responsible for providing customer service to members of the general public and communicating with other staff members and employees from other departments via face-to-face contact, telephone interactions, and written communications, including e-mail.

Assists customers with applying for basic and complex building permits, including residential and commercial permits, using both paper applications and electronic applications through the BS&A permitting system.

Reviews and checks permit applications in order to ensure that all required documents are included, based on the type of application being submitted, including plans, drawings, certifications, plot plans, surveys, and/or site plans for intake.

Responsible for ensuring that all questions on the application form have been answered completely, verifying legal descriptions to ensure accuracy' and coordinating the appropriate information through the Brevard County Property Appraiser's website.

Responsible for ensuring that fee calculations are accurate and applied to the corresponding record for permit applications, archive research requests, temporary certificate of occupancy requests, and plans revisions.

Assists customers by providing, receiving, verifying, and assigning legal descriptions and parcel identification information, provides customers with basic Zoning requests, including variances.

Responsible for directing the processing of applications, data, and/or submittal into the corresponding computer program module, verifying accompanying information and/or documentation that is received electronically, and ensuring it is uploaded to the applicable electronic database.

Responds to inquiries and provides detailed, complex information relating to the permitting process and when necessary refers more complex questions to other staff members or departments for additional assistance.

Processes permit-related requests using email, in person, and/or by telephone and uses the information received to schedule, check status, verify results of building inspections, and to research inspection issues as needed.

Responsible for assisting telephone customers and in person customers at the front desk.

May be required to perform special assignments and projects as directed.

Performs related work as required.

Benefits:

- Health insurance
- Life insurance
- Paid time off
- Retirement plan

Schedule:

- 8 hour shift

Education:

- High school or equivalent (Required)

Experience:

- Building Permit Technician: 2 years (Required)
- Customer service: 1 year (Required)

This position is open until filled, Qualified Applicants Only Please.

Applicants must submit a completed employment application for the Town of Melbourne Beach, a detailed resume, salary history, and the names and contact information of three work-related references to:

Town of Melbourne Beach
ATTN: Jennifer Kerr, Finance Manager
507 Ocean Ave, Melbourne Beach, FL 32951
Finance@melbournebeachfl.org

Employment applications may be obtained at: www.melbournebeachfl.org
or in person at: 507 Ocean Avenue, Melbourne Beach, Florida.

Equal Opportunity Employer and a Drug Free Workplace

507 OCEAN AVENUE, MELBOURNE BEACH, FL 32951-2523
(321) 724-5860 ♦ FAX: (321) 984-8994 ♦ www.melbournebeachfl.org