



City of Pearsall

Job Announcement

Job Notice:

The City of Pearsall is currently accepting Applications for the following position:

<u>Job title:</u>	Permit Clerk/Asst. to CM
<u>Department:</u>	Administration Department
<u>Closing Date:</u>	June 11, 2023
<u>Job Type:</u>	Full Time
<u>Salary:</u>	\$15.60 per hour; \$32,448.00 annual - level entry pay
<u>Hours:</u>	Monday – Friday 8am – 5pm
<u>Benefits:</u>	Medical, Dental, Vision, Retirement, accidental, critical illness, short-term disability, Hospital Indemnity & life insurance, paid Holidays, Critical Area, Paid Vacation & Sick Leave

Job Summary

Responsible for performing complex technical work in the review and processing of construction project permits to include guiding applicants through permitting process, performing same day minor plan reviews, and various other administrative functions.

Minimum Requirements:

- High School diploma or GED equivalent with courses in business English, computer skills, word processing, and general office practices
- 2 years of building inspections customer service preferred, or related municipal experience
- Will be required to work towards and complete an International Code Council Permit Technician certification, **OR**
- Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job

Preferences:

- Bilingual in Spanish and English
- Certified Permit Technician
- Previous building inspections customer service, construction, or municipal experience

For more information contact: Raquel E. Yanez, Human Resources Manager
215 S. Ash St. Pearsall, Tx 78061
Phone: 830-334-3676 / Fax: 830-334-4750

Applications may be downloaded from cityofpearsall.org or picked up & dropped off at Segovia City Hall Annex, faxed or emailed

The City of Pearsall is an Equal Opportunity Employer