



POSITION DESCRIPTION

Title: Bookkeeper II

Department: Building Inspection

Job Analysis: September 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official, Permit Administrator, Chief Permit Technician

Subordinate Staff: None

Internal Contacts: Members of Building Inspection Department, County Employees

External Contacts: Contractors, Architects, Engineers, Surveyors, General Public

Status: Classified/Non-Exempt (309)

Job Summary

Greet public, answer questions concerning building code requirements and flood zone requirements, refer code questions to appropriate staff members, review permit applications and all required documents, verify contractor licenses, issue permits (building, electrical, mechanical, plumbing, etc.), maintain all filing systems, perform file searches when needed.

Job Domain

A. Permitting

1. Review permit applications and all required documents
2. Verify that contractors are state licensed; if not, give appropriate information.
3. Verify construction plans are signed and stamped by an Alabama architect or engineer and designed to the proper building code
4. Issue all building, electrical, mechanical & plumbing permits to licensed contractors.
5. Make copy of building permits issued for public review.
6. Maintain a running list of all permits issued for each month.
7. Maintain filing system, purge files, and perform file searches when needed.
8. Schedule daily inspections.
9. Issue Certificates of Occupancy.
10. Assist inspectors and other staff members with Stop Work Orders and Unsafe Nuisance Abatement cases.

B. Accounting

1. Maintain reports on a daily basis.
2. Make sure reports, permits, and money collected all match.
3. Make bank deposits on a weekly basis.
4. Compile month end permit reports, all permit totals should match.

C. Bookkeeping

1. Responsible for all bookkeeping for the department.
2. Performs audits on all permit payments and deposits.
3. Responsible for compiling monthly and annual reports for the Building Official and Commissioners.
4. Responsible for maintaining historical records and backups of all reports.

D. Flood Records

1. When an Elevation Certificate is received, make sure all pertinent information is correct and assign to the responsible staff member.
2. Maintain and organize FEMA flood maps (FIRM's).
3. Ensure flood files are maintained as required by FEMA.

E. Miscellaneous

1. Must maintain all continuing education requirements.
2. Use of a two-way radio system.
3. Able to type and use computer.
4. Greet and assist public with general permitting questions.
5. Answer telephone and emails, return calls and emails in a timely manner.
6. Receive, open, and sort incoming mail.
7. Assist Building Official, Deputy Building Official, Building Inspectors, Plans Examiner, Hazard Mitigation Coordinator, Permit Administrator, and Chief Permit Technician when needed.

Minimum Qualifications

1. Must have a valid driver's license.
2. Must be willing to travel throughout Baldwin County.
3. Must be willing to be assigned to a different office location other than the regular workstation as needed.
4. High School Diploma or GED required. College degree preferred.
5. Minimum two (2) years' experience in clerical, administrative, or secretarial field. (Associates degree in business may substitute for one (1) year of experience.)
6. Must have or achieve proficiency in Microsoft Office programs.
7. Must be registered as a Certified Permit Technician by the International Building Code Council at time of hire, or within 12 months of hire date

POSITION DESCRIPTION

Title: Permit Technician I

Department: Building Inspection

Job Analysis: Nov 2011, Oct 2019, June 2020, **Sept 2022**

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Subordinate Staff: None

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