

TOWN OF LADY LAKE

VACANCY ANNOUNCEMENT

All positions are regular full-time unless otherwise noted. Applications are only accepted for positions that are **currently open**. A separate application must be submitted for each position. Each application or resume must include the position title for which you are applying.

INTERNAL AND EXTERNAL APPLICANTS

Job Description: Permitting Technician

Department: Growth Management Department

SALARY: \$10.92

CLOSING DATE: Open until filled

Responsible work under limited supervision oversees the issuance of building permits and collects and records payments required for such permits. Receives and responds to customer inquiries regarding the activities of the Building Division. Performs various duties in permitting, inspection, zoning, code enforcement and all related department services.

High school diploma or General Education Degree (GED) equivalency.

At least (2) years' data entry or clerical experience to include some supervisory/leadership experience. At least (2) years' experience in construction industry or Building Department operations, or any equivalent combination of education and experience that provides the required skills, knowledge and abilities. Must be skilled in data entry and customer relations.

All interested applicants must submit a letter of interest and resume to the Human Resource Office or fax to 352 751-0230 or e-mail to tdelee@ladylake.org. Applicants are advised that all submitted materials are subject to public disclosure per Public Records Act. Equal Opportunity Employment/ Drug-Free Workplace/ADA

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