



Posted 09/12/17

Job Announcement

St. John the Baptist Parish is currently accepting applications for the following position(s):

PLANNING & ZONING

Building Permit Clerk – SUMMARY OF JOB FUNCTION: Prepares and maintains all paperwork for permits and licenses; provides clerical support for activities of the department to enforce building, zoning, abatement, code enforcement and other Parish, state and federal regulations.

QUALIFICATIONS: Sufficient experience and education that would likely provide the required knowledge, skills, and abilities. A typical way of obtaining the required qualifications is to possess a high school diploma or GED and one year general clerical experience preferably including some financial record keeping; or equivalent combination of education and experience. Must possess a valid Louisiana Driver's License and driving record acceptable to Parish's Risk Manager. Must be able to be bonded. **OTHER:** Basic computer skills in Microsoft Word Excel, and Outlook and to effectively utilize other software applications related to Department Operations. Strong customer service and interpersonal communication skills. **PAY CLASSIFICATION:** Grade 4; **STARTING PAY RANGE:** \$14.02/hour – \$16.09/hour DOE.

Applications due by September 22, 2017.

Only applications meeting the minimum qualifications will be acknowledged.

Attractive benefits package, including 85% employer-paid premiums for health and 100% dental, and life insurance.

Apply at:

www.sjbparish.com

ST. JOHN THE BAPTIST PARISH is a drug-free workplace.

PRE-EMPLOYMENT DRUG SCREENS, PHYSICALS, AND BACKGROUND CHECKS CONDUCTED ON PROSPECTIVE NEW HIRES.

ST. JOHN THE BAPTIST PARISH prohibits any form of discrimination in its employment practices based on an individual's sex, race, age, color, disability, religion, national origin, or any other legally protected characteristic. **ST. JOHN THE BAPTIST PARISH** is an **Equal Opportunity Employer**.