

DIVISION SPECIALIST – BUILDING INSPECTIONS

City of Apple Valley is seeking Division Specialist in the Building Inspections Division of the Public Works Department. This position maintains optimal workflow for building permit activities through efficient office management methods, document management, and clerical functions. Assists the public, answers phones and responds to inquiries, issues building permit documents, computes and collects permit fees, schedules inspections, operates personal computer, prepares permit activity reports and maps, and maintains property files. Completes periodic reports for City and other agencies.

Minimum Requirements: High school graduation or equivalent; two years clerical experience in office environment involving municipal services or construction; type 45 WPM with accuracy; strong computer and organizational skills; ability to accurately balance and maintain cash drawer; ability to prioritize and perform assignments under minimal direction; ability to work cooperatively and communicate with the public and others in a courteous, positive and professional manner; ability to meet physical requirements. Prefer: Associate degree in business or related; Building Permit Technician Certification or previous work experience in a municipal inspections department; knowledge of building and construction industry terminology and practices.

Schedule: Full-time Monday – Friday days.

Pay Range: \$23.15 - \$28.93 hourly DOQ, plus benefits.

Apply: Apply online at www.cityofapplevalley.org; click "Jobs and Volunteering".

Deadline: October 22, 2018 at 12:00 PM noon.