

## PART-TIME PERMIT CLERK

Marion County is seeking a Permit Clerk. This is a part-time position responsible for administrative and clerical duties in support of the Planning & Zoning Department. Responsibilities include: Assists citizens with completing permit, inspection, and zoning applications and relays all relevant regulations and ordinances. Maintains files and follows up on outstanding issues/requests. Prepares written correspondence, processes mail, and assists the Building Inspector with researching county ordinances, state, and federal regulations. Performs other related duties as assigned. **MINIMUM QUALIFICATIONS:** Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent. No experience requirements. All interested candidates can view the complete job description and fill out an application at the Marion County Commissioner's Office at 100 E. Burkhalter Ave, Buena Vista GA 31803 or at [www.marioncountyga.org/DoingBusiness/Employment](http://www.marioncountyga.org/DoingBusiness/Employment). Electronic and mailed submissions are acceptable. **Please send resume and letter of application detailing work history and three work related references to [charris@marioncountyga.org](mailto:charris@marioncountyga.org) or by mail to:**

**Marion County BOC  
Building/Zoning Application  
P. O. Box 481  
Buena Vista, GA 31803**

We are an equal opportunity employer.