



# CITY OF SWEETWATER

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## EMPLOYMENT OPPORTUNITIES

**POSTING DATE: 03/16/17**

The City of Sweetwater is accepting applications for the following positions. For information on position qualifications and the application process, please visit the receptionist at: Sweetwater City Hall 500 SW 109<sup>th</sup> avenue, Sweetwater, FL 33174

**Building and Zoning Clerk – POSITION # 1102– TEMPORARY FULL TIME POSSIBLE PERMANENT STATUS**

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**Applications will be considered on a first-come, first served bases. Deadline for accepting applications: Until Filled**

Working under the supervision of the Building Inspector, the Building Clerk preforms administrative duties for the Building Department. Provides information to public regarding the Building Department and permit process. Prepares monthly reports for the Tax Assessor. Interacts with or makes appropriate referrals to the Health Department, CL&P, and other entities as needed. Issues building permit applications. Receives completed permit applications and forwards them to the Building Inspector. Schedule inspections as needed. Prepares Certificate of Occupancy for Building Inspector approvals. Collects all fees related to Building Department permits.

City of Sweetwater. Human Resources

500 SW 109<sup>th</sup> Avenue Sweetwater, FL 33174

EQUAL OPPORTUNITY EMPLOYER. <http://www.cityofsweetwater.fl.gov/>