

Town of Haverhill

Assistant Town Clerk / Permits Technician

The Town of Haverhill is seeking a self-motivated and qualified individual to fill the position of Assistant Town Clerk / Permits Technician. The ideal candidate will possess a positive and upbeat attitude, and attention to detail is essential. The candidate will be responsible for a broad range of clerical and administrative duties in support of the Town Administrator, Deputy Town Clerk, Building Department, and Code Enforcement Department. This role is the first point of contact for residents and visitors, offering a welcoming and helpful presence at Town Hall, while managing the front desk call center. Duties include but are not limited to processing building permit applications and scheduling inspections, collecting taxes and fees, and providing support for various town functions including records management, public records requests, and special projects and events.

This is a full-time position with a starting salary of \$26.50 per hour, plus a generous benefits package including health, dental, vision, and life insurance, vacation and sick accruals, 14 paid holidays, retirement benefits through the Florida Retirement System, plus other incentives.

The Town of Haverhill is an Equal Opportunity Employer and Drug-Free Workplace.

Qualifications: High School diploma and a minimum of three (3) years' experience in a professional office environment required. Municipal government experience in a Building Department or Town Clerk's office preferred. Two years' experience with building permits processing preferred. Certified Municipal Clerk preferred. ICC Certified Permit Tech preferred. A comparable amount of training, education or experience may be substituted for the minimum qualifications.

Instructions to Apply: To be considered for this position, submittal of a completed Town of Haverhill application is required. Applications may be obtained at Town Hall located at 4585 Charlotte Street, Haverhill, FL 33417 or downloaded from the Town's website at www.townofhaverhill-fl.gov. Applications will be accepted in person, by mail, or by email to: Tracey Stevens, Town Administrator, at tstevens@townofhaverhill-fl.gov