

PERMIT TECHNICIAN

GRADE 20

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs responsible skilled clerical work processing and issuing various building and construction permits; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with the completion of application forms; processing and issuing building and occupancy permits; coordinating inspections; preparing and maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serves as receptionist, answers telephone, provides information on permitting requirements to builders, contractors and the general public; takes complaints and requests for inspections.
- Assists front desk customers with completing applications forms; explains application process.
- Receives and reviews incoming applications; ensures that all supporting data is submitted.
- Receives and processes various permit applications; verifies correct information and license for permit applications; verifies appropriate inspections.
- Computes appropriate fees; receives receipts and accounts for various fees.
- Routes permit applications to proper agencies for review.
- Logs permits into permitting system; logs inspection information; prints permits.
- Schedules and coordinates field inspections.
- Assists in the preparation of periodic, special and other reports.
- Verifies statistical and other reports for accuracy and completeness.
- Sorts, indexes and files material alphabetically, numerically, geographically or by other predetermined classification.
- Receives and processes incoming and outgoing mail.
- Operates computer and other office equipment; enters a variety of information into computer and produces appropriate files, records and reports.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of departmental programs, policies and procedures; general knowledge of building and construction permit processing; general knowledge of the standard office methods and procedures, business English, spelling and commercial arithmetic and office management; ability to perform a considerable volume of detailed record work; ability to establish and maintain effective working relationships with associates, and the public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in general clerical work involving customer service experience in the building and construction field.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.