

PERMIT TECHNICIAN I

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DEFINITION

Under general direction of the Permit Center Supervisor, Chief Building Official or designee performs responsible specialized clerical work involved in the receipt, processing and review of building permit applications, and in the issuing of building and related permits; performs other related work as required.

DISTINGUISHING FEATURES

Positions in this class perform specialized clerical work. Incumbents perform a variety of routine tasks involved in the receipt, review, and processing of applications and in the issuing of permits. Work in the class is distinguished from that of higher classes by the routine nature of the work performed and by the limited level of independent responsibility. Work in the class is distinguished from that of lower classes by its specialized nature.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions

Essential Duties

1. Receives and reviews permit applications, construction plans, blueprints and other supporting documents for completeness, accuracy and conformance with local, state, and federal building codes, regulations, requirements, and other established criteria.
2. Processes and issues various building and other related permits; routes application and permit materials to appropriate parties; verifies receipt of proper approvals.
3. Calculates, collects and accounts for permit fees.
4. Provides information and instruction to property owners, architects, contractors and developers regarding planning review, permit processes, related codes and ordinances, and common related issues; provides assistance in completing permit applications and other required forms and notices.
5. Records, logs and tracks permit application and issuance activities; monitors permit processing time limits and policies; identifies application and processing problems and recommends corrective action; researches permit application and issuance status.
6. Helps coordinate permit activities with the County, special districts and other agencies.
7. Performs extensive complex specialized computerized data entry, data organization, and records access.
8. Composes routine correspondence or prepares draft documents for review.
9. Maintains complex files and recordkeeping systems; maintains inventories and orders supplies; maintains various manuals, logs and schedules, and updates resource materials; copies, collates and distributes information.
10. Assists in the development of administrative procedures.
11. Collects and reviews information; prepares various reports and summaries.
12. May provide lead direction and training for other clerical employees.

Other Duties

13. Performs related duties as assigned.

WORKING CONDITIONS

- Office environment.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.
- Frequent interaction with City departments, the general public, and/or citizens which may include responding to various inquiries, providing City or department information, and interacting with upset customers, staff, and the public in

interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer keyboard, mouse and to operate standard office equipment.
- Seeing to interpret, read, and maintain various documents, such as files, contracts, and reports, in electronic and non-electronic formats.
- Hearing and speaking to present and exchange information and to communicate in person and by telephone.
- Frequent sitting for extended periods of time.
- Frequent standing to assist customers at the permit counter.
- Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Occasionally lift, carry, push, and pull materials and objects up to 25 pounds.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: High School Diploma, GED, or equivalent.

Experience: Three years of responsible clerical experience involving public contact. Experience related to building permits, architecture or building design, construction, civil engineering, planning or a closely related field is desirable.

Knowledge

Knowledge of the building permit process, and of how planning and building functions interrelate amongst themselves and to other City departments and external organizations; building construction practices and materials; applicable local, state, and federal codes, regulations, and requirements; modern office practices and procedures; modern office equipment including computers and computerized recordkeeping systems; filing, indexing and cross-referencing methods; correct English usage, spelling, grammar and punctuation; report preparation. Knowledge of applicable computer software and operating programs is desirable.

Ability

Ability to effectively perform specialized clerical and computerized work involved in the receipt, processing and review of building permit applications and in the issuing of building and related permits; read, understand, implement and explain specialized information, materials and documents; perform assigned clerical work with speed and accuracy; perform routine and complex arithmetic calculations with speed and accuracy; operate a variety of modern office and other specialized equipment; maintain and utilize designated specialized computer software; effectively perform computerized data entry, data organization and records access; interpret and apply established City Policies and governmental guidelines and regulations; compile and summarize data and prepare reports, statements or logs; use initiative and exercise independent judgement; establish and maintain accurate records; acquire and maintain level of knowledge required for satisfactory job performance; communicate effectively; establish, maintain, and promote positive and effective working relationships with employees, other agencies, and the public; demonstrate an enthusiastic, resourceful, and effective customer service attitude; provide lead direction and training to other clerical employees.

Keyboard Skills

Ability to perform computer keyboard work with speed and accuracy.