

## PERMITS SPECIALIST II

### NATURE AND VARIETY OF WORK

This is full performance level work involving a variety of clerical procedures relative to the processing of applications and issuance of various types of permits. Responsibility extends to resolving more difficult problems associated with the permits application process. Work is evaluated for quantity, quality, accuracy and compliance with established procedures. Work is performed under general supervision.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs the full range of functions associated with processing and issuance of permits.

Processes applications and issues various types of permits.

Proofreads finished materials to ensure accuracy, completeness and adherence to predetermined formats.

Ensures that procedures for processing permit applications are carried out in an efficient manner.

Receives and reviews permit applications and ensures that documents are accurate and in compliance with local, State, and departmental standards, policies and procedures.

Enters State and County agency approvals into a computer terminal.

Prepares daily financial reports.

Reviews and processes restoration bonds, ensuring completeness and fulfillment of legal requirements prior to releasing of permit.

Keeps records/logs/documentation for inclusion into reports, or to provide information as requested.

Prepares draft correspondence in response to inquiries/complaints from County residents, businesses, consultants and other State/county agencies regarding issues/problems.

Releases occupancy certificates after completion of construction.

May participate in the training of subordinate level personnel in permit processing procedures, records maintenance and equipment operation.

Maintains and submits statistical information/data for approval and inclusion in monthly reports.

Prepares daily financial transmittal reports.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of the practices, procedures and methods used in processing permit applications in the related area assigned.

Working knowledge of applicable departmental procedures and local and State codes related to the processing of permit applications in the assigned area.

Ability to operate a computer terminal.

Ability to maintain accurate and retrievable records.

Ability to lead lower level subordinate level clerical personnel.

Ability to communicate effectively both orally and in writing.

Ability to deal courteously and effectively with others.

#### MINIMUM QUALIFICATIONS

Must have satisfactorily completed probationary period as Permits Specialist I; or, high school diploma or G.E.D. certificate plus two (2) years of experience involving the processing and issuance of permits and/or licenses. Any equivalent combination of relevant educations, training and experience will also be accepted.

CREATED: 10/88