

PERMITS SPECIALIST III

NATURE AND VARIETY OF WORK

Responsibility extends to resolving difficult and complex clerical related problems and the incumbent may participate in evaluating the work of subordinate clerical positions. Work is evaluated for quantity, quality and accuracy of work processed. Work is performed under general supervision of an administrative superior.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

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

Leads/participates in the processing of applications and issuance of various types of permits.

Participates in the establishment of work priorities, 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.

Reviews and processes restoration bonds, ensuring completeness and fulfillment of legal requirements proper to releasing of permits.

Releases occupancy certificates after completion of construction.

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

Prepares daily financial transmittal reports.

Drafts responses to inquiries/complaints from County residents, businesses, consultants and other State/County agencies regarding issues/problems.

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

Enters State and County agency approvals into a computer terminal.

Acts as liaison between the department and citizens, contractors, consultants, and Federal, County and State agencies to answer inquiries and complaints, or recommend solutions to alleviate problems.

Assists in training subordinate level personnel in permit processing procedures, records maintenance and equipment operation.

Collects permit fees, cash bonds, etc.

Assumes the duties and responsibilities of supervisor in their absence.

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

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

Considerable knowledge of applicable departmental procedures and local and state codes related to the processing of permit applications in the area to which assigned.

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 experience at the Permits Specialist II level equal to the length of the probationary period; or, high school diploma or G.E.D. certificate, plus two (2) years of experience in the processing and issuance of permits including six (6) months in the applicable/assigned area and six (6) months lead/supervisory responsibilities. Any equivalent combination of relevant education, training and experience will also be accepted.

CREATED: 10/88