ADMIN ASSOCIATE – PERMIT TECHNICIAN

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performing entry to intermediate-level technical and administrative work supporting the community development permit processes. Work involves receiving and reviewing permit applications for completeness. Providing customer assistance. Performing data entry, and performing routine clerical and technical tasks during the duration of each permit. Work is performed under close to general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Receiving and processing zoning, building and other permit applications for the county; preparing and maintaining associated 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.)

- Assists customers at the front desk in reviewing necessary documents.
- Provides general guidance regarding state and local regulations related to basic permit and process requirements.
- Assists the community development department with the intake and administrative processes related to permit issuance. Including reviewing applications for accuracy.
- Assesses the general scope of proposed projects to determine required permit types.
- Coordinates the building, zoning and other permit processes; receives documents
- Schedule inspections and provide copies of inspection reports to customers.
- Verifies contractor licensure per DPOR regulations and other agencies as required.
- Receives, coordinates, prepares, and distributes site plans, zoning requests, permit applications, erosion and sediment control plans, and other documents to appropriate staff members.
- Routes applications to appropriate departments and follows up on routine workflow items.
- Computes appropriate fees; receives and processes permit payments; makes deposits; processes daily money reports.
- Maintains and oversees filing system and the retention process by receiving the necessary approvals through the Library of Congress for record retention/destruction for permits and related documents**, as directed by the Senior Permit Technician**.
- Conducts transactions with the public in matters requiring knowledge of rules, procedures, policies, precedents and activities.
- Prepares routine reports and correspondence
- Issues certificates of occupancy
- Operates office equipment; permitting software, Microsoft Office Suite, performs clerical, typing and filing tasks.
- Performs other related tasks and duties as required or assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of building, erosion and sediment control and building processes. Knowledge of department plan review process. Skill in interpersonal relations and customer service. Knowledge of permit processing; knowledge of business English, spelling and commercial arithmetic and office management; general knowledge of departmental programs, policies and procedures; ability to perform a considerable volume of detailed record work; ability to type accurately and at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates and the general public. Ability to coordination and oversight with building and zoning permit/receptionist staff. Aptitude and desire to learn and develop building and zoning regulation.

EDUCATION AND EXPERIENCE:

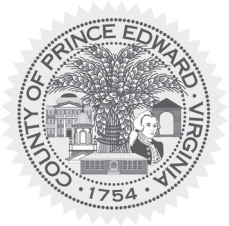
Any combination of education and experience equivalent to graduation from high school and some experience in general clerical work involving contact with the public. Required to be licensed as a Permit Technician through DHCD or ability to obtain within 18 months.

PHYSICAL REQUIREMENTS:

This is sedentary to light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, reaching, walking, pulling, lifting, and other 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:

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



FULL-TIME

PERMIT TECHNICIAN

COUNTY OF PRINCE EDWARD, VIRGINIA

The County of Prince Edward is now accepting ap-plications for Permit Technician. The position will assist the Community Development De-partment with: intake and administrative processes related to permit issuance; coordination of building permit process; receiving documents and scheduling inspections; verification of contractor licensure; processing permit payments; and deposits; daily accounting reports; maintaining filing system; and related tasks as required. Experience in general clerical work and contact with the public required. Preferred to be licensed as a Permit Technician through DHCD or abil-ity to obtain licensure within 18 months. Salary range of $40,661.87 – $65,370.91. A complete job description and application may be obtained at www.co.prince-ed-ward.va.us or from the County Administrator's Office, 111 N. South Street, 3rd Floor, P.O. Box 382, Farmville, VA, 23901, TEL: 434-392-8837, Open until filled.

EOE