



PERMIT TECHNICIAN I JOB DESCRIPTION

Job Title: **Permit Technician I**

Job Code: **PR123**

Pay Grade: **14**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **November 2014**

NATURE OF WORK

Under close supervision, performs a variety of technical permitting functions on behalf of the Lewis County Permit Center; provides customer service to the public; responds to public disclosure requests; processes permit applications; and performs other related duties.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responds to routine permitting inquiries and provides customer service to the public at the permit counter and via telephone, email, and/or facsimile.
- Provides general information to the public regarding permitting processes, zoning, environmental codes, comprehensive plans, and land use development actions.
- Responds to public disclosure requests for Community Development and Environmental Health records.
- Receives and processes various types of permit applications; reviews applications for accuracy, completeness.
- Creates permit files and distributes applications for review; updates and maintains permitting records; tracks and reports on permit activity; determines, collects, and receipts permit fees.
- Researches and communicates the status of permits to applicants.
- Serves as a liaison between the public and Community Development
- Prepares and distributes the weekly Issued Building Permits Report.
- Files and/or or retrieves construction plans for closed permits and forwards to the County Auditor's Office.
- Performs the duties of Permit Center Secretary in his/her absence as assigned.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and at the public counter; subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 20 pounds.

DISTINGUISHING CHARACTERISTICS:

This is the entry level in the Permit Technician job series. Incumbents will gain basic technical permitting knowledge and may be granted greater independence as further experience is gained.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Permitting processes, policies, and procedures.
- Regulations and codes governing permitting activities.
- Records, reports, and documentation relative to permitting operations.
- Customer service standards and protocol.

Skills in:

- Performing a variety of technical and administrative permitting functions.
- Responding to routine permitting inquiries and providing customer service to the public.
- Processing permit applications and monitoring for regulatory compliance.
- Establishing and maintaining effective working relationships with other staff, County departments, outside agencies, contractors, engineers, architects, and the general public.
- Communicating effectively verbally and in writing.