

VACANT POSITION
DEPARTMENT: COMMUNITY DEVELOPMENT
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION AND PROOF OF EDUCATION TO:
employment@spaldingcounty.com or 119 E. Solomon Street, Room 110
CLOSING DATE: Open until position is filled

Job Title: Permit Technician (Position No. 1310)
Salary: Pay Grade 12; Hiring Rate \$37,669
Provisions of the Personnel Ordinance for promotion/demotion
Work Schedule: 8:00 am - 5:00 pm; M-F

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma (or GED equivalent) required with a minimum of three years of general office, clerical, bookkeeping and/or accounting experience (or similar); or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities for this position.

GENERAL STATEMENT OF JOB: Under limited supervision, this position is responsible for performing administrative support staff duties that include clerical and accounting functions. Duties include typing, operating a computer, maintaining files, coordinating calendars and schedules of Building Inspector, assisting in the completion of various reports and documents, as well as answering and directing telephone calls. This position is also responsible for assisting the general public with basic questions. Reports to the Community Development Director.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines, which includes telephone, printer, facsimile machine, copier, personal computer, calculator, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Accepts applications for building permits submitted by businesses and individuals including permits for electrical, plumbing, heating, air conditioning, etc.

Issues authorized building permits and collects applicable fees for all new construction, including businesses, residential, etc. Prepares and mails permits to applicants as warranted.

Tracks the permitting process from application acceptance to plan review, inspections and permit closure.

Reviews building application for compliance with ordinance requirements.

Issues Certificates of Occupancy and Certifications of Completion after coordinating with the appropriate entities, such as the Building Official.

Responds to all Open Records Requests pertaining to building and trade permits.

Answers incoming calls performing various related duties such as guidance and direction, routing calls to appropriate personnel, taking messages for various individuals, etc.; provides assistance and guidance to visitors.

Processes letters of correspondence for department personnel as needed.

Performs various other clerical duties such as word processing, preparing copies, filing forms, and other tasks.

Schedules field inspections.

Enters all pertinent data into computer system.

Maintains the cash receipts journal, balances cash box, prepares bank deposits, and makes related journal entries.

Prepares weekly report of departmental activities for submission to the Community Development Director.

Assists the Planning Technician and Administrative Assistant II with related duties as necessary.

Receives and answers citizen's questions concerning licenses, fees, and inspections.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

04/12/2024

Ad1313b