

PERMIT CLERK

NATURE AND PURPOSE OF WORK:

Positions in the class are responsible for assisting customers, in person or by telephone, with obtaining Building, Plumbing, Electrical, Mechanical, and other permits. Incumbents work with substantial independence in all but the most unusual tasks. Position is non-supervisory and reports to the Permit Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assists customers requesting commercial/residential building permits, informs and advises them of procedure requirements. Balances, calculates, and manages license and permit fees. Explains policies and procedures concerning the issuing of permits. Analyzes and answers questions about permits. Checks flood zone maps in order to determine if the property is in a flood zone and explains steps necessary for property to be in compliance with federal law. Verifies that architect, engineer, contractor and/or owners have submitted the proper number of plans for review and routs those plans to the proper agency for review. Imputes permits and inspection reports into the computer and maintains records. Verifies that all responsible agencies have approved the project prior to issuing a certificate of occupancy. Issues and renews licenses for contractors and maintains contractors information such as, insurance certificates, address, phone number, etc. Schedules inspections for Code Inspectors and updates inspection reports into a database. Verifies proof of insurance. Confirms that required letter of credit is up to date.

Performs related work as required

NECESSARY KNOWLEDGE, ABILITY AND SKILLS

Considerable knowledge of relevant building codes, subdivision regulations, flood zone mapping, rates, and application process.

Knowledge of terminology as applicable to the building industry.

Ability to deal with people in a courteous, tactful and effective manner.

Ability to exercise persuasive interpersonal skills in obtaining payments.

Ability to perform arithmetic and basic book keeping functions accurately in a busy office environment.

Ability to use a personal computer and relevant software independently.

Ability to establish and maintain productive working relationships with employees and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Completed high school with substantial experience in the building industry; or an equivalent combination of education and experience.