

**PERMIT TECHNICIAN
SENIOR PERMIT TECHNICIAN**

CODES/PAY RANGE

Class Code: 3820	EEO Code: F	Pay Range: 114
Class Code: 3821	EEO: Code F	Pay Range: 115

MAJOR FUNCTION

Responsible work in the permit center providing specialized processing services for building permits.

Senior Permit Technician functions as a lead worker.

ILLUSTRATIVE DUTIES

(NOTE: 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.)

Provides information and direction to the general public regarding application procedures for all types of building permits.

Reviews permit applications for provision of all required information and/or documentation. Directs application for necessary reviews. Monitors progress of permit review. Verifies completion of all required reviews, and notifies applicant of approved permit.

Serves as liaison between reviewing agencies and applicant. Performs specialized processing functions for permits. May be assigned as special liaison with high volume customers.

Tracks permit through inspection process to advise customer of status, problems, and final approval. Maintains building permit packets with detailed files of official records pertaining to the process.

Handles customer questions and problems regarding permit requirements; refers technical questions to appropriate staff, and advises customer of action taken as necessary.

Performs related work as required.

Senior Permit Technician

Acts as lead worker. Oversees the training of new employees and audits work for quality control. Performs advanced function in the technical areas. Troubleshoots problems.

Handles special projects.

Performs all duties of the permit technician.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of basic land development and construction permit requirements. Knowledge of general permit processing and procedures. Knowledge of County offices and functions. Knowledge of land development and construction terminology.

Ability to deal with the public in a professional, courteous manner. Ability to answer questions and resolve problem situations or refer to appropriate office. Ability to follow check lists and recognize different types of required exhibits and plans.

Hands-on experience with desktop computer applications. Skilled in the use of various office equipment.

MINIMUM QUALIFICATIONS

Permit Technician: - Graduation from high school or possession of a GED and three (3) years of general clerical experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Senior Permit Technician: - Two (2) years as a Permit Technician with Volusia County.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to talk, see; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to perform shop math including fractions, percentages, ratios, multiplication, subtraction, division. Ability to read and comprehend instructions, reports, permits, applications. Ability to speak clearly and concisely. Ability to write detailed information and data in clear and proper English.

Revised 10/94

Revised 10/03

Revised 11/05