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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	048
SUPERVISOR:	Office Manager	SALARY RANGE:	23
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

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**GENERAL STATEMENT OF DUTIES:** Perform clerical and administrative duties in support of a department, including accepting and processing permit applications, issuing permits, answering telephone and greeting public, providing requested information, typing, scheduling appointments, issuing receipts and maintaining records. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assist the public in completing applications for building, electrical, plumbing, mechanical, septic and land use permits. Ensure that necessary supporting documents are supplied so that a decision can be rendered by the appropriate division. Process permit applications and monitor the review process. Issue permits once reviewed and approved.

Enter permit and inspection information into database.

Type and edit correspondence, memos, reports for department. Record and transcribe and distribute meeting minutes and agendas for assigned advisory committees.

Process a variety of forms, including permits, applications, rules and claims.

Receive and record monies and receipts for department.

Schedule building, plumbing, septic and electrical inspections upon request. Coordinate inspection schedules with inspection personnel.

Maintain files and records relating to department activities.

Process State surcharge reports and claims for billing.

Answer telephones, greets visitors and direct inquiries to appropriate department staff.

Prepare, post and advertise notices of public meetings.

Prepare outgoing mail, deliver mail, claims and receipts. Process incoming mail or other documents to return to department.

Assist Director of department with special projects.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not normally a

responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work under the close supervision of the Senior LDS who assigns and reviews work for conformance with established policies and procedures.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school graduate or equivalent and two years work experience which must include prior work experience or education in the land development related field.. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Preference will be given for possession of certification as a Permit Technician from the International Conference of Building Officials.

**KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of office practices and procedures. Skill in keyboarding and use of word processing software, spreadsheet software, electronic databases, filing systems and permit tracking systems.

Ability to develop knowledge of laws and procedures relating to land use, building, on-site sewage issues and inspections. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.