

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: PERMIT OFFICER I PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of specialized clerical and technical work for the Planning and Community Development. Work involves receiving building permit applications, assigning permit numbers routing applications, accepting applicable fees, scheduling inspections, preparing reports and issuing permits. Work also includes receiving CAMA permits as well as serving as department receptionist. Reports to the Planning and CD Director or their designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides information and assistance to the public for obtaining building and CAMA permits, including greeting customers to determine what type of permit or license is needed, compiling necessary information to complete permit or occupational license applications, checking to ensure that contractor's licenses are current and proper, and application packet is complete, calculating area of proposed structure to determine proper fee, entering data, typing, issuing permits, and collecting applicable fees serves as department receptionist.

Issues building permits upon approval of applications; types all associated correspondence, violation and condemnation orders and receipts.

Processes cancelled or revoked permits; issues letters; responds to refund requests.

Compiles forms, permits, notices, licenses, affidavits or form letters with designated or routine information; records data from approved building permit applications for the issuance of permits, receipts and control numbers.

Coordinates building permit review and inspection process with various county and state departments as well as other agencies and utility companies.

Processes ATV permit applications.

Files applications and maintains log of permits and licenses issued; enters such information, including scanning, into computer and retrieves filed materials based on full knowledge of departmental activities.

Summarizes information and selects data from varied sources to prepare and distribute various reports, such as monthly receipts, monthly count of permits issued, reports for U.S. Commerce Department, etc.

Answers telephone and greets visitors; gathers and provides information based on knowledge of programs and procedures.

PERMIT OFFICER

Receives payments for various fees; prepares daily deposits and cash reports; maintains accounts receivable records for department; prepares invoices and billing statements.

Schedules daily inspections and verifies receipt of required forms and approvals, and maintains daily inspection schedule on website.

Identifies FEMA flood zones and required elevations.

Researches permitting, zoning, flood plain, plat/maps, tax and other property records

Operates various office equipment including computers, fax, scanner, etc.; maintains files; orders and maintains office supply inventory.

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent supplemented by college-level course work in typing and business practices, and one to two years of experience in secretarial or clerical work, preferably in construction or building trades operations; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including typewriters, computers, fax machines, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

PERMIT OFFICER

Language Ability: Requires the ability to read a variety of permits, surveys, charts, graphs, etc. Requires the ability to prepare inspection sheets, reports, refunds, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including, construction and building terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern office practices, procedures and equipment and standard clerical techniques.

General knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of office policies governing permit fees, contractor licensing and administrative procedures of the department.

PERMIT OFFICER

Ability to operate a variety of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to use a calculator and equipment to calculate square footage and measure distances.

Ability to read and interpret surveys and building plans.

Ability to type with accuracy at the speed required for the position.

Ability to make minor decisions in accordance with laws, ordinances, regulations and departmental policies and procedures.

Ability to maintain a variety of moderately complex records and to compile data from such records.

Ability to exercise independent judgment and initiative to ensure that work is completed on a timely basis.

Ability to understand and follow moderately complex oral and written instructions.

Ability to communicate effectively orally and in writing.

Ability to exercise tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to use independent judgment in making decisions.