

**POSITION:** Permits Clerk  
**CODE:** 2024  
**FLSA:** Non-Exempt



**DEPARTMENT:** Land Use & Development  
**GRADE:** 110N  
**DATE:** 3/99; 7/05; rev 4/19

---

**POSITION SUMMARY:** Assists customers in obtaining various permits and licenses; provides clerical support as assigned; works under general supervision; performs other duties as assigned.

---

**ESSENTIAL FUNCTIONS:**

1. Processes building permits from contractors and the general public by typing and routing through approving agencies;
  2. Provides information in person or over the telephone to customers regarding obtaining various permits and licenses, including building, occupancy, plumbing, and heating permits and plumbing, hawkers, and coin operated licenses;
  3. Schedules inspections, and posts inspections performed by inspectors on a daily basis;
  4. Files and distributes paperwork to appropriate County departments;
  5. Prepares correspondence, including livability complaints;
  6. Maintains trailer taxes and collects fees;
  7. Sends out renewal notices for trailer licenses yearly;
  8. Answers telephone and forwards calls or takes messages;
  9. Purchases office supplies as necessary;
  10. Performs other duties as instructed and assigned; and
  11. Reports to work regularly and on-time.
- 

**KNOWLEDGE, SKILLS and ABILITIES:**

1. Thorough knowledge of County policies and procedures regarding obtaining various permits and licenses;
  2. Ability to schedule inspections;
  3. Ability to communicate effectively and tactfully with members of the public and contractors;
  4. Knowledge of relevant computer equipment and software applications;
  5. Ability to prepare and type reports and correspondence;
  6. Ability to establish and maintain accurate files; and
  7. Excellent organizational skills;
- 

**EDUCATION and EXPERIENCE:**

Education: High School diploma or G.E.D.; Courses in accounting or secretarial skills, preferred;  
Experience: Two (2) or more years of related experience;  
Equivalency: An equivalent combination of education and experience can be substituted

---

**CERTIFICATES, LICENSES AND REGISTRATIONS:**

1. Valid Class "C" non-commercial driver's license.
- 

**PROBATIONARY PERIOD:**

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

---

**PHYSICAL and ENVIRONMENTAL CONDITIONS:** Work requires no unusual demand for physical effort. Work environment involves everyday risks of discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, etc.

---

**CONDITIONS OF EMPLOYMENT:**

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation, including but not limited to reference checking, and driving history, and an evaluation of training or experience.
- 

**OTHER INFORMATION:**

1. This is a full time, non-exempt position.
-

2. Work is normally performed Monday through Friday during normal business hours, however may require alternate work hours to attend evening meetings, special events, etc.
3. Position is benefit eligible.

---

The above job description is not intended as, nor should it be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this jobS

---