

**POSITION: Permits Clerk**  
**GRADE: 5N**  
**CODE:**

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**FLSA: Non-Exempt**  
**DATE: 3/99, grade change 07/05**

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

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**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.
  11. Reports to work regularly and on-time.
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**Required 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;
  7. Excellent organizational skills;
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**Education and Experience:**

1. High School diploma or G.E.D.;
2. Additional courses in accounting or secretarial skills preferred;
3. 2 or more years of related experience;
4. Or equivalent technical training, experience, and education.

**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.

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The above job description is not intended as, nor it should 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 job.