

LEE COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: PERMIT TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide customer service, receive payments, and process documentation pertaining to issuance/assignment of construction permits and business/alcohol licenses.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs customer service functions; answers telephone calls, greets visitors, and assists individuals at front counter; provides information and assistance related to permits, licenses, building requirements, procedures, forms, fees, or other issues; responds to routine questions/complaints, researches problems, and initiates problem resolution.

Receives moneys in payment of permit fees, license fees, or other departmental fees/services; calculates appropriate fees; records transactions and issues receipts; balances revenues, prepares bank deposits, and forwards as appropriate.

Assigns permits for all construction in the County; enters permit data into computer; makes copies of permits.

Assigns business licenses, alcohol licenses, and bank licenses.

Coordinates and schedules construction inspections; conducts inspections as needed.

Prepares certificates of occupancy.

Prepares monthly records and yearly records; prepares records for multiple electric companies.

Prepares address book and plat book.

Types, prepares, or completes various forms, reports, correspondence, permits, licenses, certificates of occupancy, affidavits, balance sheets, monthly reports, annual reports, health department reports, or other documents.

Receives various forms, reports, correspondence, payments, affidavits, architectural drawings, maps, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a motor vehicle, personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Monitors inventory of office equipment, forms, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Maintains filing system of public records, construction plans, and departmental records; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Communicates with supervisor, employees, other departments, contractors, customers, the public, power companies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Performs notarization of documents as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, distributing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed; assists Tax Assessor's Office as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving building permitting office operations, record management, customer service, general office work, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess and maintain valid State of Georgia Notary Public certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as temperature extremes or traffic hazards.

Lee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.