



## **EMPLOYMENT OPPORTUNITY**

### **PERMIT TECHNICIAN**

**Salary Range: \$17.25 - \$23.12/Hour**

**Closing Date: June 15, 2018**

**City of Anderson  
Personnel Department**  
1887 Howard Street, 3<sup>rd</sup> Floor  
Anderson, CA 96007  
(530) 378-6646

**Faxes Not Accepted.**

#### **DEFINITION**

Under general supervision, performs a variety of technical, customer service, and administrative support functions, pertaining to the Planning, Building, Code Enforcement, Engineering and Public Works Departments, related to the processing and issuance of building permits and other ministerial development and public works permits; assists customers with general questions; answers routine telephone and front-counter inquiries regarding scheduling of inspections, scheduled public hearings, zoning and General Plan designations of property, and routine land use regulations; sets up, prepares, organizes, and maintains files and complex filing system; orders and maintains inventory of office supplies; prepares agendas / minutes and mail-outs for various Boards and Commissions (i.e. Planning Commission, Building Board of Appeals, Administrative Hearing Review; and performs other related duties as assigned.

#### **EXAMPLE OF DUTIES**

Performs a variety of permit, customer service, and administrative support functions including but not limited to receiving and processing permit applications; entering and retrieving various computer data; calculating fees, reviewing applications and forms for completeness of information; routing plans to appropriate department/staff; answering general questions from the public relating to building codes, plan review and permit processes/requirements, permit and development impact fees, and City policies; initiating permit applications in the City's permit software system; issuing over-the-counter and approved plan permits; researching various City files; and other related duties as assigned. May provide limited direction and technical assistance to other staff and/or temporary employees.

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

## **DESIRABLE QUALIFICATIONS**

Training and Experience – Any combination equivalent to graduation from high school supplemented by specialized training in building technology, municipal planning, or related field. ICC certification as a Permit Technician, Building Inspector, or Plans Examiner is desired. One-year experience in a related position preferred.

Knowledge and Abilities – Basic English grammar and correct English usage, including spelling, grammar, and punctuation. Modern office methods, procedures, and equipment; computer permitting software; municipal zoning regulations. Ability to understand and apply City policies, procedures, rules and regulations; perform typical computer data functions; perform various types of research; maintain accurate records and files; understand and carry out oral and written instructions; establish and maintain courteous and cooperative work relationships with staff, supervisors, industry professionals, and the general public; communicate effectively both orally and in writing; deal with difficult customers in a courteous manner; and refer complaints to the appropriate staff member for resolution. maintain neat and accurate records; operate two-way radio equipment; deal effectively with victims of crime, establish and maintain cooperative working relationships with other departments.

### **SPECIAL REQUIREMENTS**

Possession of an appropriate and current California driver's license, or ability to acquire one within ten days of appointment.

### **TOOLS AND EQUIPMENT USED**

Personal computer including word processing, spreadsheet and database software applications; calculator; telephone; copier; fax machine; scanner; and other standard office tools and/or equipment.

### **PHYSICAL REQUIREMENTS**

*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.*

While performing duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms; sit; talk and hear, and operate a vehicle. Books, files and boxes of documents and plans weighing less than 30 pounds are carried more than 30 feet.

VISION: Ability to see in the normal visual range, with or without correction, as set forth by the State of California Department of Motor Vehicles standards for safe vehicle driving. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, the ability to adjust focus, and the ability to distinguish color.

**HEARING:** Ability to hear in the normal audio range with or without correction. Hearing should be adequate to hear soft spoken voices of clients or customers, from what direction an arcing sound is coming, and by sound, identify if a door is hollow or solid.

### **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.*

While performing the duties of this job, the employee regularly works inside.

The noise level in the work environment is usually moderate to quiet in the office.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.*

### **HOW TO APPLY**

**A City application form is required. A Resume may be submitted but will not be accepted in lieu of an application.** Application forms may be obtained from the City of Anderson, Personnel Department, 1887 Howard Street, Floor 3, Anderson, CA 96007. (530) 378-6646, or one may be downloaded from our website at [www.ci.anderson.ca.us](http://www.ci.anderson.ca.us).

### **SELECTION PROCESS**

On receipt of completed applications, each candidate's education and experience qualifications will be evaluated; the selection process may consist of a qualifications appraisal, a written examination, an oral evaluation, or any combination of the above appropriate to the number of applications received. The scores resulting from the testing process will determine placement on an eligible list from which appointment(s) will be made.

### **EMPLOYMENT BENEFITS**

Vacation:	10 days per year; 15 days after 5 years; 20 days after 10 years.
Holidays:	14 paid.
Sick Leave:	Earned at a rate of 1 day per month.
Retirement:	PERS - Provides 2% @ age 55 for classic employees and 2% @ age 62 for new employees entering CalPERS for the first time, Supplemental to Social Security; credited sick leave. Highest 36 months. Employee pays member share.

Insurance: Group insurance plans for employees/dependents includes life insurance, medical, dental, vision, and disability. City pays 93.3% of monthly premium plus (effective 1/1/15) one-half of rate increases. Section 125 (Cafeteria) Plan available.

**The City of Anderson is an equal employment opportunity employer and does not discriminate with regard to race, age, color, sex, religion, national origin or disability. The City of Anderson will make reasonable accommodations upon request to applicants with disabilities.**