



PERMIT AND DEVELOPMENT COUNTER TECHNICIAN

Department: Planning and Public Works

Job Class #: 476100

Pay Range: General 19

FLSA: Non-Exempt

Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This classification performs moderately complex code administration and a full range of support services, while assisting the public. The employee is responsible for issuing and receiving a wide variety of applications and permits, coordinating their flow, and maintaining related records. The employee is also expected to provide information to the public on various permit requirements and related issues. The work is performed according to established County policies and procedures and the employee is expected to work independently. The position is subject to a minimum of direct supervision.

ESSENTIAL FUNCTIONS

- Provides information and requirements to the public at the counter, on the telephone, and by electronic e-mail relating to land use, construction, and other regulations.
- Issues and processes various applications in such major areas as Building, Planning, Utilities, Health, Fire Prevention, and Engineering.
- Ensures that applications for construction permits comply with zoning, land use, health, setbacks, and other requirements prior to issuing permits.
- Calculates fees for all permits issued.
- Issues all relative permits with respect to Item #2 above.
- Creates, maintains, and updates as necessary all computer and paper office files and records on permits issued and related matters.
- Assists the public in securing information from other County departments.
- Locates properties on appropriate maps; interprets notations made on maps and in atlases, and in policies and procedures manuals to determine compliance with ordinances and regulations.

OTHER JOB FUNCTIONS

- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret maps, property descriptions, charts, and graphs.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform research and make independent investigations of assigned problems.
- Ability to apply good judgment in making decisions in accordance with various codes and regulations.
- Ability to understand and follow moderately complex oral and written instructions, read, and interpret various types of maps and prints, read and interpret drawings of plots, building sites, and water and sewage systems.
- Ability to operate computer terminals and related equipment.

PERMIT AND DEVELOPMENT COUNTER TECHNICIAN

Classification Description - Pierce County

Page 2

- Ability to establish and maintain harmonious working relationships with other employees and the general public; ability to maintain a neat personal appearance and courteous attitude toward the public and other employees -- even in stressful and unpleasant situations.
- Ability to convey technical information to public in a clear, concise manner.
- Ability to evaluate data and to clearly communicate potential implications.
- Ability to physically perform the essential job functions.

RECRUITING REQUIREMENTS

A high school diploma or equivalent with a minimum of two years of progressively responsible experience in general office work, issuance of permits, and/or dealing with the public on a person-to-person basis. Related education beyond high school or additional experience may substitute equally for the recruiting requirements.