

LINN COUNTY CLASSIFICATION

TITLE: PERMIT CLERK
NUMBER: 330
PAY RANGE: 08
CATEGORY: SEIU

APPROVAL ORDER
NUMBER: 2009-552
DATE: November 25, 2009

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Issue building and electrical permits; collect fees based upon a set schedule; disseminate information related to planning, building inspection, code enforcement, and environmental health; greet members of the public at the counter and over the phone; respond to inquires related to planning, building inspection, code enforcement or environmental health, maintain financial and other records and files related to planning, building, code enforcement or environmental health; acts as liaison between Department and contract cities.

SUPERVISION RECEIVED: Works under the supervision of the Planning and Building Department Director who assigns work and evaluates performance for effectiveness.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of this class, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Serve the public at the counter and over the phone. Respond to general inquiries related to planning, building inspection, code enforcement, and environmental health. Determine specific needs and arrange for appropriate staff member to assist.
2. Accept building permit plans and applications including structural, mechanical, plumbing, electrical, agricultural exemption and contract cities; assist public in completing applications; issue permits; and collect fees.
3. Distribute application forms to prospective applicants for matters related to planning and building.
4. Assist county personnel and public in obtaining specific information and records relating to planning, building inspection and code enforcement and general information relating to environmental health.
5. Receive building inspection requests and schedule inspections. Provide necessary support for building inspectors and sanitarians to include providing the necessary permit records.
6. Maintain various records and files related to the building and planning programs in various storage formats as required; provide clerical support for Department activities; prepare and send correspondence and reports.

7. May, if assigned, maintain Departmental records and be involved in Departmental functions such as payroll and financial record keeping, paying of bills, ordering supplies, and budget development.
8. May, if assigned, issue rural addresses in accordance with county ordinances and policies and maintain addressing maps and correspondence files.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to or a logical assignment for this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of building permit process. Knowledge of mathematical calculations necessary to determine fees. Considerable knowledge of record keeping and bookkeeping systems. Considerable knowledge of office procedures and practices, including computers and office machines. Knowledge of building codes and permit procedures is desirable.

Ability to make routine mathematical calculations rapidly and accurately. Ability to understand and follow oral and written instructions. Ability to apply departmental policies. Ability to establish and maintain harmonious working relationships with contractors, fellow employees, supervisors, and the general public. Ability to tactfully answer inquiries from the public. Ability to interpret legal documents pertaining to property. Ability to work effectively under stressful situations.

EXPERIENCE, EDUCATION AND TRAINING: Three years of progressively responsible clerical or secretarial experience which includes experience in working with the general public. Graduation from a senior high school, preferably supplemented by post-high school training in secretarial service or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.