	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	06/10
POSITION	Permit Technician (PART TIME – 30 HRS)	MIN. HOURLY WAGE	$12.9965
DEPARTMENT	Building (24-01-524)		
JOB CODE	43560	GRADE	G18

PHYSICAL LOCATION:

- 604 Simonton Street - City Hall Annex

REPORTING RESPONSIBILITIES:

- Reports directly to Chief Building Official or designee

GENERAL FUNCTIONS:

- This is highly diversified and advanced clerical and administrative work processing permit applications. Participates extensively in the administrative office by applying a considerable working knowledge of its program and operation under the direction of the Director of Building. Performs a variety of complex administrative and secretarial duties. Responsible for processing inquiries regarding departmental operations. Uses customer service skills and exercises discretion, tact and diplomacy in explaining code requirements and answering phone calls.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with co-workers and the public.
- Able to work a thirty (30) hour work week and occasional overtime when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description
- Able to work with the general public in a polite and courteous manner.
- Computer literate, keyboard and mouse proficient.

EQUIPMENT TO BE USED:

- Thorough knowledge of office machines including, but not limited to personal computer with Microsoft Office applications including Word, Excel, Outlook, AS400 mainframe, fax machines, scanner and copy machines.

ENVIRONMENT:

- Primarily inside air-conditioned office.

PHYSICAL REQUIREMENTS:

- Standing 25%

- Lifting 5%
- Reaching/Bending 10%
- Climbing Stairs 5%
- Sitting 55%

DUTIES/TASKS/JOBS:

- Answering telephone calls and complaints; forwarding telephone calls and/or taking messages.
- Greeting visitors providing information and direction.
- Accepts permit applications from the public.
- Advises applicant of permit requirements on the phone and in person.
- Provides preliminary review of permits applications.
- Reviews and ensures applicant meets certain requirements.
- Processes applications, financial transactions and Certificates of Occupancy.
- Maintains permit log, records, files, and various forms.
- Prepares a variety of certificates, forms and reports.
- Distributes material to staff personnel.
- Obtains and presents information to both staff and public.
- Schedules inspections.
- Determines and collects correct fees (handles cash) and issues receipts.
- Assists with licensing and HARC as needed.
- Notarizes applications as necessary.
- Ability to be cross-trained to perform other duties of personnel in the Building Department.
- Performs other work as assigned.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- General knowledge and working experience using computers for financial transactions or input.
- Ability to work with computer menus and data entry screens.
- Ability to maintain files and records for easy retrieval and access.
- Ability to be crossed-trained in duties of other positions within the department.
- Ability to learn and work with City codes applicable to job related codes.
- Ability to meet deadlines in a timely manner.
- Strong organizational skills
- Ability to handle stress of meeting deadlines.
- Ability to process other types of information as required and performs other job duties as they arise.
- Skills in typing accurately from rough draft or plain copy.
- Ability to perform varied technical and clerical operations rapidly and accurately.
- Ability to understand moderately complex written regulations and instructions.
- Ability to deal effectively and efficiently with co-workers, businesses and members of the public under any circumstances.
- Ability to exercise sound judgment in explaining code requirements.
- Knowledge of business English and arithmetic.
- Ability to determine types of permits required and related costs and fees.

- Must obtain certification as a Permit Technician within 12 months of employment.
- General working knowledge of building construction practices.
- Ability to work independently, within scope of existing City and departmental rules.

- Graduation from a standard high school or equivalent in education and/or experience.
- Typing speed 30 WPM as certified by State of Florida Job Service
- Knowledge of standard office procedure with basic office machines, ie, calculator, photocopier, and fax machine.
- Sufficient corrected or uncorrected eyesight to read fine print and computer screens for extended periods of time.

Periodically duties, equipment, material, and/or job setting, other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City.

_____ _____

Applicant Signature **Date**

THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE

Apply at:

City Hall, Office of Human Resources
525 Angela St. 1st floor
Key West FL 33040
Telephone: (305) 809-3714

Rev: 2/10, 6/10