

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Permit Technician
Department: Planning & Development
Revised : July 2012

Class : Paraprofessional
FLSA : Non-exempt

This job description supersedes any prior description for the Permit Technician classification.

GENERAL DESCRIPTION

Moderately responsible technical and clerical work involving making independent decisions in providing and maintaining land use related permits. Supervision is provided by an administrative superior, who reviews work through periodic conferences and analysis of work performed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Issues and maintains land use related permits including zoning permits, zoning verifications subdivision forms, floodway determinations and other related permits in accordance with State and Local regulations.

Assists the public with inquiries regarding land use regulations, rezoning requests, and complaints. Refers complaints to appropriate staff as necessary.

Maintains files on complaints received and actions taken by staff.

Processes information requests; resolves problems within the framework of established policies, procedures, laws, and ordinances.

Provides clerical support to various Boards served by the Planning & Development Department including the recording and maintenance of meeting minutes and distribution of agenda packets.

Provides clerical support to the Planning & Development staff including responsibility for accounts payables and accounts receivables and entering of employee timesheets.

Prepares and maintains a variety of detailed records and files; prepares a variety of detailed reports and correspondences.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of all relevant land use regulations as well as associated State regulations.

Considerable knowledge and ability to proofread, use correct grammar, vocabulary, and spelling.

Considerable knowledge of office practices, procedures, and applications.

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Knowledge of departmental programs, policies, and regulations.

Knowledge of local zoning codes and ordinances.

Skill in operating personal computers and related software including Microsoft Word, Excel, and PowerPoint with proficiency.

Ability to organize, compile, and summarize information in an effective format.

Ability to apply independently specific laws, departmental rules and regulations relating to verifying, processing and maintaining records and documents.

Ability to resolve problem situations; ability to be resourceful in gathering and giving departmental information.

Ability to answer most inquiries and questions independently.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

PHYSICAL REQUIREMENTS

Work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school and two years of administrative or responsible clerical experience, preferably supplemented by community college courses in secretarial science or business administration.

**This job description does not create an employment contract,
implied or otherwise.**