BUILDING PERMITS CLERK

DEFINITION

Under general supervision, this position performs difficult and responsible work in the Building Regulations Division at the One-Stop Counter in connection with the issuance of a variety of building permits pursuant to various Federal and State regulations and City zoning and building codes; performs general clerical tasks and uses the computer to enter data and maintain information; and performs related work as required. The position reports directly to the Office Coordinator.

CLASS CHARACTERISTICS

The nature of the tasks requires good knowledge of zoning and building regulations, the use of good public relations skills and the ability to handle the general public with tact and good judgement. The position has the responsibility of accurately reviewing and processing building permit applications and associated documents to ensure all relevant plans, forms, and information accompany the application.

SUPERVISION RECEIVED AND EXERCISED

The position reports to and is under the direct supervision of the Office Coordinator. Exercises no supervision over others.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following tasks:

- Reviews and processes building permit applications and associated documents to ensure all relevant plans, forms and information accompany the application.

- Checks building permit application information for compliance with Local, and State, Federal regulations.

- Reads and interprets less complex blueprints and building plans for compliance to codes.

- Approves less complex building permit applications for issuance, and issues a variety of building permits.

- Calculates, collects, records appropriate fees, and accounts for permit fee monies.

- Assembles and routes blueprints and associated information to various City departments and agencies for plan review processing and permit issuance.
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EXAMPLES OF DUTIES (continued)

- Enters appropriate information into logs and maintains logs and records of permits issued; maintains and compiles record files, forms and reports concerning building inspection and plan review activities.

- Processes applications for contractor business licenses.

- Types and prepares a variety of forms, reports, letters, permits and statements from routine draft, dictation, or general instructions; and composes and prepares routine correspondence.

- Provides information to the public on a variety of matters related to construction permits, zoning and building regulations.

- Receives and processes telephone calls; enters and maintains information in the building and permit tracking systems including new streets and addresses.

- Establishes and maintains positive working relationships with co-workers, other City employees, and a culturally diverse general public with a focus on quality customer service and problem-solving in a non-confrontational manner.

QUALIFICATIONS

Knowledge Of:

- Building and zoning codes and regulations; requirements for building permit approval; secretarial practices including business letter writing, basic report writing, and the operation of common office equipment, including computers and word processors, and spreadsheet software programs.

- Proper English usage including spelling, grammar and syntax, punctuation, and vocabulary.

- Basic organization and function of a building and planning department.

- Familiarity with pertinent Local, State, and Federal laws, ordinances and rules including ordinances and codes related to residential and commercial building permit applications.

Ability To:

- Perform tasks in an office requiring sitting at a desk for long periods and involving; infrequent body twisting and movement to reach office equipment around the desk; simple grasping and fine manipulation, the use of a telephone and standard office equipment including a computer; and the lifting and carrying of twenty to forty (20-40) pounds or less from the tool library.
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Ability To: (continued)

- Read and interpret complex blueprints, maintain routine financial reports and records; prepare and maintain a variety of building inspection and plan checking reports and records; evaluate problems and make routine decisions in accordance with established regulations and procedures.

- Organize work, set priorities, meet critical deadlines, and follow-up assignments with a minimum of direction; as well as use initiative and independent judgement within established guidelines.

- Use a computer, word processor, typewriter, FAX (facsimile machine) and standard office equipment in the daily performance of job duties.

- Communicate clearly and concisely orally, and use correct English grammar in written communications.

- Interact with the general public in a customer service oriented fashion and solve problems in a non-confrontational win-win manner.

- Work in a fair, tactful and courteous manner with a multi-cultural public, department personnel and other City employees.

Experience and Training

Any combination of experience, education, and training that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:

Experience: One to two years of experience in performing application review and blueprint reading in a planning or building department. Experience in a public agency or comparable private organization is desirable.

Training: Equivalent to graduation from High School with courses in mathematics supplemented by responsible clerical, computer, and public contact experience. Experience in a comparable private sector organization or experience in a public sector building or planning department is preferable.