

CLASS SPECIFICATION FOR
Senior Permit Clerk

GENERAL STATEMENT OF DUTIES: Performs complex public contact and responsible clerical work in the coordination, preparation, and issuance of occupancy permits by the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is full performance-level permit clerical work coordinating and determining the type of permit required; preparing, issuing and processing permits; and calculating permit fee. Extensive public contact is involved. Work problems involving departures from established rules and regulations are reviewed by supervisors for final decisions. The incumbent works with independence of action on most aspects of work and serves as lead worker to Permit Clerks. The Senior Permit Clerk class is distinguished from the Permit Clerk class by its supervisory/lead duties, the complexity of the desk to which the incumbent is primarily assigned and the expectation that the incumbent be cross-trained on and be proficient in rotating among multiple desks. General supervision is received from the Deputy Building Official.

EXAMPLES OF WORK (illustrative only):

- Coordinates the work of other Permit Clerks;
- Compiles all inspections made the previous day by the inspection staff and other County agencies;
- Issues Certificates of Occupancy;
- Processes and issues permits to builders, contractors, and other individuals for all construction, modification and repair of buildings; electrical, plumbing, mechanical or gas projects; house moving and demolition; and certificate of occupancy;
- Assists builders, contractors, and property owners in making application for various types of permits and advises applicants on requirements;
- Checks qualifications of contractors to perform work as described by application for permits;
- Operates computer terminal, adding machines, calculator, and other office equipment;
- Maintains complex records and filing systems alphabetically, numerically, or by other classification;
- Assists contractors, homeowners, attorneys, bankers, and other individuals by telephone or correspondence;
- Supplies information on agency and departmental policies and procedures;
- Refers more difficult queries to appropriate officials;
- Types permits, forms, memoranda, letters;
- Composes routine letters independently;
- Helps train Permit Clerk Trainees and serves as a resource to Permit Clerks;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the BOCA, National Electrical and County codes; considerable knowledge and understanding of common technical terms utilized in the construction industry; good knowledge of office terminology, procedures and equipment; ability to understand and follow complex oral and written directions; ability to make arithmetical computations with speed and accuracy; ability to deal with the public tactfully and courteously; ability to effect and maintain good working relationships with employees and the public; ability to type accurately with moderate speed and operate a computer terminal.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and four (4) years of Permit Clerk or related work experience interpreting the BOCA, National Electrical and related Henrico codes to the public; OR; any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.