

**City of Vicksburg  
Job Description**

**Job Title: Permit Technician/ Building & Inspection**

**Department:** Community Development

**Reports To:** Director of Community Development

**FLSA Status:** N

**Prepared By:** VOJ

**Prepared Date:** June 21, 2006

**Approved By:**

**Approved Date:**

**Updated:** January 3, 2018

**Summary:**

Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail by performing the following duties.

**Essential Duties and Responsibilities:**

Reads and routes all incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.

Makes preliminary, non-technical review of all submittal documents to obtain a permit.

Arranges and distributes all incoming inspections to the appropriate inspector.

Responsible for the issuance of permits.

Provide a daily financial report to the City Clerk.

Responsible for the collection of permit fees.

Answers and screens manager's telephone calls, and arranges conference calls.

Greets scheduled visitors and conducts to appropriate area or person.

Make copies of correspondence or other printed materials.

Prepare outgoing mail and correspondence, including e-mail and faxes.

Orders and maintains supplies, and arranges for equipment maintenance.

Completes service request forms.

Send communications to all staff.

Other duties may be assigned.

**Supervisory Responsibilities:**

This job does not have supervisory responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Must have at least an Associate's degree (A.A./A.S.) and 2 years of related experience; or High School diploma or general education degree (G.E.D.) and at least 4 years of related experience and/or training; Must have basic computer skills.

**Language**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Spreadsheet software (Excel) and Word Processing software (Microsoft Word).

**Certificates, Licenses, Registrations**

Must have a valid driver's license.

Must be able to obtain certification as a Permit Technician through ICC within 12 months.

**Other Skills and Abilities**

Must have good organizational skills and be able to interact effectively with the public; must have good computer, typing, and phone skills.

**Other Qualifications**

Overtime and alternative work schedules may be assigned if necessary.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel. Reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

**Work Environment:**

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.