

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Permit Specialist

**Salary Range:** PALSS

**Department:** Building Department

**Hours:** 20 hours/week  
1,040 hours/year

**General Summary:**

Perm, Part time

Under the general direction of the Building Department Coordinator, works closely with the public, contractors, and local officials to process permit applications, receive and receipt fees, balance cash reports, perform banking functions, and related tasks to comply with all permitting requirements related to new and existing construction.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Works closely with independent contractors hired to perform plan review, issuance of permits, and inspection of work performed.
- Assist permit applicants, calculate fees, process applications according to established procedures, receive and respond to correspondence from applicants, process and document citizen complaints.
- Performs data entry and maintains all electronic permit records in county software. Prepare various reports for use by departments as directed by the Coordinator.
- Performs accounts payable and accounts receivable functions.
- Collects monies, balances receipts and cash reports, and makes deposits. Performs other banking functions as required.
- Perform routine office tasks, phones, mail, scheduling.

*Oceana County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Revised: 2017

## **Knowledge, Skills, & Abilities:**

- Knowledge of some time management, scheduling, and planning principles and practices. Must be able to complete assigned work in a busy office environment that may involve frequent interruptions.
- Knowledge of constructions codes.
- Ability to work independent of others as well as a member of a team.
- Ability to understand and implement state and county policies impacting the department.
- Exhibits a strong commitment to public service.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and the general public.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines; develop and follow daily work plans.

## **Minimum Qualifications:**

### Education:

- A high school diploma or equivalent.
- At least one year of personal computer and software experience required. Knowledge of BS&A software highly preferred.

### Experience:

- At least one year of experience in a customer-service type position highly preferred.
- Prior experience working with construction principles, such as in a general contractor business or similar government agency, preferred but not required.

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## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, walking, stooping, kneeling, and carrying.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

## **Working Conditions:**

- Works in a comfortable office environment provided by the county.

## **Other Requirements (if applicable):**

- None.

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