

**Jefferson County
Job Description**

Position Title:	Permits Clerk/Technician	Grade Level:	IV
Department	Engineering Department Office of Permits and Inspections	Date:	January 2025
Reports to:	Director/Chief County Engineer	FLSA Status	Non-Exempt

Statement of Duties: Assists the public with the processing of building permit applications and the issuance of permits in accordance with established requirements. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the Chief County Engineer, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee’s work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does not supervise other employees.

Confidentiality: Employee has access to some confidential information obtained during performance of regular position responsibilities, such as lawsuits, criminal investigations, client records and department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, missed deadlines, monetary loss, or legal repercussions.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or

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guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Utilizing the My Government Online (MGO) digital permitting system, perform the following duties:

1. Assist the public in issuing building permits, and answering questions about permit applications, building code requirements and the inspection process; provide service via telephone, email and face-to-face contact.
2. Ensure the accurate processing of building permit applications, building permits and application fees.
3. Provide daily footing inspection information to the Addressing Department.
4. Process re-inspection fee invoices and collect and reconcile fees.
5. Ensure the accurate and timely issuance of Use and Occupancy Certificates.
6. Prepare correspondence for water potability certifications, notifications of building permit expirations and other matters related to the Engineering Department of the Office of Permits and Inspections.
7. Perform monthly calculations, reconciliations and reports of collected fees, and building permit activity.
8. Maintain accurate and complete files for both archived and active building permits in accordance with records retention schedules.
9. Obtain and maintain a current copy of West Virginia Contractor License list and ensure current licensing of applications prior to processing building permit applications.
10. Schedule and coordinate building inspections with the building inspectors.
11. Maintain the building permits database for accuracy and completeness of information and generate reports from the database.

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12. Prepare monthly deposits of permit fee revenue for bank deposit.
13. Assist throughout the Engineering Department on an as needed basis and perform other duties and tasks as assigned.

Recommended Minimum Qualifications:

Education and Experience: High School graduate or equivalent and three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: A Valid Driver's license is required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Knowledge of building construction terminology. Working knowledge of the Internet in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information. Ability to read and interpret blueprints and maps.

Skills: Proficient personal computer skills, reconciling accounts, mathematical skills, preparing reports, recordkeeping and clerical skills, written and oral communication skills.

Physical and Mental Requirements

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 position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands include constantly reading documents for general understanding, proofreading and editing.