GLOUCESTER COUNTY
invites applications for the position of:

Permit Technician - I, II or Senior (Inspections)

**SALARY:** Depends on Qualifications

**OPENING DATE:** 02/18/20

**CLOSING DATE:** 03/03/20 11:59 PM

**DESCRIPTION:**

**Hiring Salary:** Depends on Qualifications - See qualifications below.
This position offers an excellent opportunity to learn and advance as knowledge and experience increases!

**Permit Technician I** - $32,420+/- DOQ
**Permit Technician II** - $34,716 +/- DOQ
**Senior Permit Technician** - $36,675 +/- DOQ

**Permit Technician I:** Under close supervision, performs a variety of clerical duties for the Building Inspections Department involving the permitting process. Reports to Senior Administrative Coordinator or the Building Official.

**Permit Technician II:** Under supervision, performs moderately difficult clerical and technical work for the Building Inspection Department involving the permitting and inspecting processes. Reports to Senior Administrative Coordinator or the Building Official.

**Senior Permit Technician:** Under general supervision performs a variety of advanced technical/administrative duties for the Building Inspection Department involving the permitting and inspection processes. Reports to Senior Administrative Coordinator or Building Official.
EXAMPLES OF DUTIES:
Click the links below to review the job descriptions for examples of duties for each position:

Permit Technician I
Permit Technician II
Senior Permit Technician

QUALIFICATIONS:
Permit Technician I:

- Possession of a high school diploma/GED, supplemented by course work in administrative support.
- One (1) to two (2) years of clerical/administrative experience to include working with the public, data entry and automated record keeping.

Permit Technician II:

- Associate degree in business management, administrative support technology or related field.
- Three (3) to five (5) years of progressively responsible permitting work.
- Any equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

Senior Permit Technician:

- Associates Degree in business management, administrative support technology or related field.
- Five (5) years of progressively responsible experience in permitting and administrative support services.
- Any equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS:
Permit Technician I: Obtain International Code Council (ICC) Certified Permit Technician designation within two (2) years of employment.

Permit Technician II: Possess or obtain within one (1) year of employment in the position certification as an International Code Council (ICC) Certified Permit Technician. May be required to obtain Notary commission.

Senior Permit Technician: Possess or obtain within one (1) year of employment in the position certification as an International Code Council (ICC) Certified Permit Technician. May be required to obtain Notary commission.
To be considered for this opportunity, you must attach your cover letter and resume with your online application. Additionally, three (3) professional references must be listed on your application with email addresses and telephone numbers.

(Note: Professional references are individuals who can attest to your skills, qualifications and abilities while working or in a volunteer capacity and are not family or personally related. Professional references must include job title, company name and address, telephone numbers and email addresses.)

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

For a complete description and to apply online, visit our website at www.gloucesterva.info