

## **CITY OF SALINAS**

### **PERMIT CENTER CLERK**

**BARGAINING UNIT/CLASS CODE:**  
**SMEA / E20**

#### **DEFINITION**

To perform a wide variety of technical duties related to processing, computing and issuing building permits.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the Permit Center Clerk series and is distinguished from the Supervising level by the performance of the more routine duties assigned to this series and lack of supervisory responsibilities. Positions in this class work under immediate supervision while learning to perform the full range of duties.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct and indirect supervision from the Building Permit Specialist and/or other management staff. Exercises no supervision.

#### **ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Act as a receptionist; answer the telephone and serve the public at the Permit Services Division counter, receive building plans for permit processing. Perform general, clerical and secretarial support services, including making appointments, arranging conferences and meetings, typing and filing, maintaining related accounting documents and reports, and checking and recording information. Calculate, process and issue a variety of construction permits including building, electrical, plumbing, mechanical, swimming pool, re-roofing and demolition permits. Explain ordinances and procedures to owners, contractors, developers and the general public. Answer questions by phone and at the front counter. Schedule inspection requests, verify that the sequence of inspections will maximize the efficiency of inspectors. Advise utility companies when utilities have been released for service. Accept code violations and sub-standard housing complaints. Log, process and record complaints. Issue and renew business licenses for contractors and vendors. Make basic reviews of building plans for the purpose of establishing construction valuation and computing plan check fees. Calculate applicable permit fees and other charges, issue refunds, and prepare receipts. Balance daily cash drawer. Issue abbreviated, vendor, and encroachment permits which include fees from planning, fire and public works. Operate two-way radio communication equipment; monitor radio requests and relay messages to inspectors. Compile information and data for statistical and financial reports. File permits, record inspection requests and perform a variety of duties. Assist customers by explaining the requirements for Worker's Compensation Insurance certificates; receives and files these certificates for contractors/owners. Present and explain basic permit requirements and restrictions to architects, contractors, builders and the general public. Present and explain correction items needed on construction plans. Serve as Secretary to assigned Boards; attend meetings; take, record, transcribe, type and distribute minutes of meetings; prepare and distribute notices, action reports, letters and other correspondence as required by action taken in meetings. Receive, sort and distribute incoming and outgoing mail. Enter data into computer. May prepare, process and maintain personnel and payroll records for departmental staff. May prepare and process personnel actions, hiring requisitions, performance reviews, performance agreements, purchase orders, purchase releases, workers comp. forms or other internal documents. May process leave request forms for vacation, annual leave, sick leave, industrial leave, workers compensation, comp. time and flexible benefit. May receive, sort and distribute payroll checks. May maintain leave balance report. Promote and maintain safety in the work place. Perform related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read

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PERMIT CENTER CLERK (continued)**

printed materials, visual display terminals, and fine printed blueprints; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**QUALIFICATIONS**

**Knowledge of:**

Records management practices. English usage, spelling, grammar and punctuation. Office methods and equipment including filing systems. Basic arithmetic. Computer usage.

**Ability to:**

Learn operations, procedures, functions and policies of the Permit Services Division. Provide the public with explanations and interpretation of the permit application process. Read and interpret basic provisions of codes and ordinances. Assist applicants with the completion of permit application forms. Calculate required permit and plan check fees using appropriate fee schedules. Issue permits including building, plumbing, electrical, mechanical, re-roofing and demolition. Operate adding machines, calculating machines, and office equipment. Deal tactfully and courteously with the public. Establish and maintain cooperative working relationships with City staff and the public. Accurately and quickly enter a variety of information using computer terminals. Perform a variety of tasks simultaneously. Work well under stressful situations. Communicate clearly and concisely, both orally and in writing.

**Skills:**

Proficient in the use of computer hardware and software for word processing and file management. Keyboard at a speed of 40 wpm.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of high school supplemented by courses and/or seminars in business, communication and arithmetic and two years in a building code or similar type enforcement agency, construction office, real estate office or public sector experience.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 2-94, REV: 10-98, REV: 01-06**