

# Lathrop – Manteca **Fire** District

19001 Somerston Parkway  
Lathrop, CA 95330

[www.lmfire.org](http://www.lmfire.org)



The mission of the Lathrop – Manteca Fire District is to protect life and property through efficient and dedicated response to the emergency needs of our community delivered with care, skill and compassion to all who need our aid!

## **Permits Clerk**

(Non-Safety / Non-Exempt)

\$35,755.20 - \$41,392.00

*Excellent Benefit Package*

**Application Deadline: March 20, 2020 at 5:00 p.m.**

**Intent:**

The Lathrop – Manteca Fire District is seeking a highly motivated individual with strong interpersonal and administrative skills. Under the general supervision of the executive staff, the Permits Technician provides administrative support to the Deputy Fire Marshal, Fire Inspectors which includes duties pertaining to: scheduling appointments, accounts receivable, receptionist, clerical and organizational support, and customer service to the public. The Permits Technician position is a full-time position, working approximately 40 hours per week.

**The Fire District:**

The Lathrop – Manteca Fire District is located in the spacious San Joaquin Valley about 50 miles east of San Francisco. It was formed in 1936 to provide fire protection for the rural farmland and the unincorporated communities in the South San Joaquin Valley. The District is a full service organization that operates out of five fire stations. As an extension of county government, the Fire District has limited rights to impose or levy taxes for operations. Composed of approximately one-hundred square miles, we are charged with protecting the City of Lathrop, surrounding rural and unincorporated areas of Manteca.

**Duties & Responsibilities**

**Essential Functions:** The functions of the classification may include, but are not limited to, the functions below and are subject to changes in operational necessity.

- Schedule inspections
- Review and process fire permit applications and associated documents to ensure all relevant plans, forms and information accompany the application
- Staffs the reception counter; provides information to the public on a variety of matters related to fire permits, occupancy compliance, weed abatements and general District information
- Types a variety of forms, spreadsheets, letters, permits, statements from routine draft, dictation or general instructions; and composes and prepares routine correspondence
- Calculates, records appropriate fees, and accounts for permit fee monies;
- Collect monies due to the District; account for all district deposits.
- Use Quick Books, or comparable software, to bill customers and properly apply payments to their accounts.
- Perform monthly reconciliations of accounts across all accounting software with the Treasurer.
- Follows the District's rules and regulations and policies and procedures
- Performs required duties under the District's weed abatement plan
- Maintains a computerized permit tracking system and variety of records on permit applications; enters appropriate information into logs and maintains logs and records of permits issued; maintains and compiles records files, forms and reports concerning fire inspections and plan review activities
- Maintain the Occupancy Module of Emergency Reporting Systems or comparable software.
- Performs other duties as assigned

Note: The omission of specific statement of duty does not exclude them from the position if work is similar, related or a logical assignment.

## **Qualifications:**

### **Minimum Qualifications**

#### **Knowledge of:**

- Proper English usage including spelling, grammar, and syntax, punctuation and vocabulary;
- Basic mathematics and accounting techniques;
- Modern office methods and procedures; including keyboarding skills and use of computer applications;
- Microsoft Office Software;

#### **Ability to:**

- Use appropriate office and computer equipment and applications;
- Communicate clearly and concisely orally and use correct English grammar in written communications;
- Follow oral and written directions;
- Work in a fair, tactful and courteous manner with a multi-cultural public, department personnel, neighboring agency employees, private entities and citizen groups;
- Effectively collect, analyze and summarize information;
- Maintain confidential files and information.

#### **Experience & Certifications:**

- One year of experience as a permits clerk; experience in accounting; experience in a public agency or comparable private industry organization is highly desired;
- High school diploma or equivalent (GED)
- Valid Class C California Driver's License

#### **Highly Desirable Knowledge and Skills:**

- Knowledge of Quick Books and Emergency Reporting System Software
- 40 WPM Typing Speed

**Conditions of Work:** During the course of performing the functions of this position, the employee may encounter the following conditions:

Working indoors, working outdoors, computer monitor use, working around other individuals, directly interacting with others, and working alone.

#### **Application Process:**

Applications may be downloaded off of our website, [www.lmfire.org](http://www.lmfire.org), or picked up at the District's Administration Office, 19001 Somerston Parkway, Lathrop, CA 95330. Applications will be accepted starting Wednesday, March 10<sup>th</sup> through Friday March 20<sup>th</sup> between the hours of 8:30 a.m. to 5:00 p.m. Please note that the Administration office is closed daily from 12:00 p.m. to 1:00 p.m. for lunch. A copy of a valid California Driver's License will be required with the application. Once the application, along with all required supporting documents are received, a control number will be given. The control number is how all candidates will be references throughout the process. *Please include two (2) self-addressed, stamped envelopes in order to receive any return correspondence.*

**No faxes, e-mails or postmarks will be accepted. All applications must be turned in personally at the Administration Office prior to 5:00 p.m. on Friday, March 20<sup>th</sup>.**

**Selection Process:**

Testing for this position may include the following:

- Application review and screening
- Practical Assessment
- Oral Interview
- Chiefs Oral interview
- Background Investigation
- Physical examination to include drug screening; exam will also be used for San Joaquin County Retirement program requirements.

**Probationary Period:**

The new employee shall be required to be on probation for a total of one (1) year. The final determination of permanent status shall be determined upon completion of this period.

**Compensation and Benefits:**

Compensation: \$35,755.20 - \$41,392.00

Employment may begin at any step of the range, depending on the qualifications of the person selected.

Uniform Allowance: \$900.00 Annually

Vacation: Based on years of employment

Sick Leave: 18 hours per month

Health Insurance: Employee plus dependents – according to MOU

Medical: CalPERS Health Care System

Vision: Vision Service Plan

Dental: Sun Life Dental Plan

Retirement: SJCERA General Member Retirement per current MOU

Life Insurance: \$10,000.00

A copy of the current MOU for the position is available on our website, [lmfire.org](http://lmfire.org), in the documents section.

**Americans with Disabilities Act:**

In accordance with the Federal Americans with Disabilities Act, the Human Resources Division will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise the Human Resources Division prior to 5:00 p.m. of the final filing deadline if accommodations are required. Medical documentation must be provided upon request.

**Special Requirement:**

This position may be required to work at night, on weekends and holidays.

This classification may require travel to County or City offices to perform or conduct work. Classification requires the possession and continued maintenance of a valid class "C" California driver's license.

This position may be subject to a criminal background investigation, drug screen, live scan fingerprinting, medical evaluation clearance and functional capacity assessment.