



TOWN OF MORRISVILLE  
invites applications for the position of:

# Permit Technician

---

**SALARY:** See Position Description

**OPENING DATE:** 06/04/20

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**Hiring Range - \$39,593.00 - \$43,552.00 Annually**

**PLEASE NOTE: THE TOWN IS COMMITTED TO RESUMING PROGRAM AND FACILITY OPERATIONS AS SOON AS PRACTICAL. HOWEVER, DUE TO CURRENT CLOSURES OF PROGRAMS AND FACILITIES RELATED TO COVID-19, WE ARE UNABLE TO PROVIDE AN EXACT DATE OF EMPLOYMENT START DATES. WE'RE RESUMING RECRUITMENT EFFORTS TO ENSURE A SEAMLESS TRANSITION IN ANTICIPATION OF RETURNING TO NORMAL BUSINESS OPERATIONS.**

Performs technical and administrative support related to permitting and development review functions. Work entails providing assistance to the public through email, telephone, online portal and in-person office queries. Work is performed under the regular supervision of the Inspections Customer Service Supervisor.

**EXAMPLES OF DUTIES:**

- Serves as the primary front office contact for Inspections and Planning Departments customers.
- Provides basic technical information and/or assistance to citizens and other interested parties.
- Receives applications for Inspections Department, and ensures information is complete and accurate.
- Processes building permit applications. This includes issuing building permits and certificates of occupancy, collecting payments, and notifying applicants of deficiencies and permit status.
- Receives, processes, and deposits cash and other payments received in accordance with Town procedures.
- Performs administrative support duties as assigned.
- Performs other tasks as required.
- User of Energov Software
  - Processing permit applications
  - Processing electronic applications
  - Processing TCO's/CO's/CC's
  - Processing conditional services
  - Issues invoices/verify payments
  - Issue permit and inspection cards
- Schedules and assigns fire inspections for Fire department and building inspections for the Inspections department on the calendar and portal.
- Scans paper files as needed
- Picks up and distributes mail for Inspections, Planning and Engineering departments.
- Orders office and kitchen supplies for Planning and Inspections departments.
- Fills out Occupancy cards for commercial buildings.
- Processes monthly Inspection report for expired permits.

**TYPICAL QUALIFICATIONS:**

Thorough knowledge of the building permit application process. Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques. Thorough knowledge of business English, spelling and arithmetic. Thorough knowledge of the organization and functions of the department and of administrative policies and practices. General knowledge of planning and engineering development review process. Ability to perform and organize work independently. Ability to type at a reasonable rate of speed. Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor. Ability to work independently in high pace environment. Ability to establish and maintain effective working relationships with associates and the general public. Ability to work with a variety of people and customers while maintaining a high-level of customer service. Ability to take initiative and assume responsibility for successful completion of work. Ability to work in a high demand environment with frequent questions and interruptions. Intermediate user with Microsoft Outlook, Word and Excel. Ability to learn and become a proficient user of Energov software. Ability to research customer questions regarding building permits and provide thorough written responses.

**SUPPLEMENTAL INFORMATION:**

Any combination of education and experience equivalent to graduation from high school with considerable experience in administrative work involving contact with the public. Some experience in land use development with a public agency or a private company is preferable.

---

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #20200604
<a href="http://www.townofmorrisville.org">http://www.townofmorrisville.org</a>						PERMIT TECHNICIAN
100	Town		Hall		Drive	NM
Morrisville,		NC			27560	
919-463-6208						
<a href="mailto:hr@townofmorrisville.org">hr@townofmorrisville.org</a>						

---