

**Title: Permit Technician I**  
**Department: Planning Services**  
**Division/Office: Inspection & Enforcement section**



Grade 2112; Hourly position; Category: Classified; Job Code: PERTI; Rev.:07/01/2021

### **General Description**

The purpose of this position is to provide information on the process of permitting and application of related ordinances for both building projects and neighborhood code concerns/violations.

This position works under close to general supervision according to set procedures but determines how or when to complete tasks.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Assists the public apply for building, demolition, activity, or other permits.
- Determines permit fees, updates applicants of application status, issues building permits, and explains inspection procedures.
- Schedules inspections, records inspection results, and issues certificates of occupancy.
- Process violation reports and perform data-entry tasks to establish and track violations, follows-up with the assigned Code Enforcement Officer, composes "Notice of Violation and Correction Order" letters, and other associated tasks.
- Conducts research of property ownership records and property activity including permit history, code violations, and other Kent County accounts status (i.e. liens, tax accounts, and sewer accounts).
- Performs related work as required.

### **Minimum Education and Experience Requirements**

Requires High School graduation or GED equivalent supplemented by some experience in general office work, customer service, permit processing or a related field or any equivalent combination of education, training, and experience.

### **Additional Requirements:**

Basic knowledge of the permit process and applicable regulations; skill in obtaining and analyzing facts; ability to collect, tabulate and analyze statistical data; ability to read maps and deeds; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

### **Americans with Disabilities Act Requirements:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others

*This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.*

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accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Certifications and License Requirements:**

- May be required to pass standardized examination to determine basic knowledge, skills & abilities.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement