



THE CITY OF PINOLE  
INVITES APPLICATIONS FOR THE POSITION OF

## **PERMIT TECHNICIAN**

**NON-BENEFITTED, PART TIME: 19 hours/week**

**COMPENSATION - HOURLY: \$24.5292 - \$29.8155**

**FINAL FILING DATE: Thursday, April 13, 2017 at 4pm**

### **POSITION**

Performs a variety of responsible technical and office support work in Planning/Building and Public Works, including reviewing applications and plans relating to building, construction, encroachment and occupancy; reviews basic building permit applications; tracks plans and applications through the permitting process; performs a variety of office support activities, which may include telephone and counter reception, provision of factual information to visitors, receipt of payments, word processing, data entry and record keeping, report preparation and filing; performs related work as assigned. This is an advanced office technical support class, fully competent to perform a variety of responsible duties to assist in the provision of City services for the public.

### **QUALIFICATIONS**

- Equivalent to graduation from high school and EITHER completion of two years of college in urban planning or a technical field related to the work OR three years of office administrative support work which has included significant public contact. Familiarity with plans and/or municipal codes is desirable.

### **DUTIES**

- Knowledge of methods used in the collection, tabulation, review, analysis and distribution of applications, maps and other planning and public works forms and documents.

- Skill in reading, reviewing and analyzing plans, maps, applications and supporting documentation.
- Knowledge of computer applications related to the work, including permit tracking, word processing, basic spreadsheet applications, and basic GIS software.
- Experience using initiative and sound independent judgment within established procedural guidelines.
- Skill in reading, interpreting, applying and explaining rules, policies, codes and procedures.
- Experience effectively dealing with the public and co-workers, in person and over the telephone.
- Preparing clear, concise and accurate reports, correspondence and other written materials.
- Skill in organizing, researching and maintaining technical and administrative files.
- Skill in making accurate arithmetic and statistical calculations and receipting and balancing money.

### **SELECTION PROCESS**

Completed original City application is required (emailed and/or faxed applications will be deemed incomplete). Resumes are encouraged but are not required. Pre-employment screening includes a live-scan background check.

**APPLY TO:** City of Pinole  
Human Resources Department  
2131 Pear Street  
Pinole, CA 94564

Applications and job flyers are available at the above address and online at <http://www.ci.pinole.ca.us/personnel/employment.html>.

**The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.**

**The City of Pinole is an equal opportunity employer.**