



## CAREER OPPORTUNITY TOWN OF PARADISE VALLEY

6401 East Lincoln Drive, Paradise Valley, AZ 85253



### PERMIT TECHNICIAN

Salary Range: \$41,600 - \$58,230

The Town of Paradise Valley is currently seeking a Permit Technician. This position is the first point of contact for the external customers of the Community Development Department. Responsible for performing a wide variety of clerical and customer service functions pertaining to the development process for the Planning and Building Divisions.

#### **ESSENTIAL FUNCTIONS**

- Maintains files of planning and building permits, applications, inspection records, plans and logs.
- Checks planning and building permit applications and supporting documentation for adherence to the Municipal Code to determine a minimum level of completeness.
- Issues building, plumbing, electrical, mechanical, demolition and other permits.
- Calculates and collects permit and plan review fees.
- Assists the public at the Community Development counter, by email and by telephone.
- Checks and routes invoices of departmental purchases to accounts payable and prepares check requests.
- Assists in maintaining, retrieving, and streamlining records and records systems.
- Assists in preparing agendas and posting notices for public meetings as required by law.
- Assembles and distributes agenda packets for Planning Commission, Board of Adjustment, and other groups as required.
- Assists in preparing Planning Commission and Board of Adjustment meeting minutes.
- May attend evening meetings, taking minutes and providing additional staff support.
- Types various correspondence using computer systems.
- Reproduces documents, files, and other materials as required.
- Performs other routine office support and clerical duties as required.
- Maintains regular attendance and punctuality.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Skill in effectively working with the public, demonstrating excellent customer service.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with Town staff, contractors, architects, engineers and the public.
- Knowledge of general office practices and procedures.
- Knowledge of planning and construction terminology.
- Skill in operating a modern office equipment and software including planning and building permitting software and Microsoft Office Suite (Word, Excel, Outlook, etc.)
- Skill in performing basic mathematical calculations.
- Ability to recognize problems, identify alternative solutions, and make appropriate

- recommendations
- Ability to speak, read and write in the English language.

### **MINIMUM QUALIFICATIONS**

Experience equivalent to two years of clerical and customer service. Any equivalent combination of experience and training which provides the required knowledge and skills is qualifying. High school diploma or GED certificate.

### **DESIRED QUALIFICATIONS**

Hands-on knowledge of the municipal review, permitting, and inspection processes, including electronic plan review. International Code Council (ICC) or equivalent Permit Technician Certification. Combination of work history and education in the construction or planning fields.

### **APPLICATION AND SELECTION PROCESS**

Open until Filled. First review of applications will be November 18, 2021. To be considered, applicants must submit a cover letter, resume and complete the Town of Paradise Valley Job Application located at

<http://paradisevalleyaz.gov/168/Employment-Opportunities>