

SNOHOMISH COUNTY JOB DESCRIPTION

PERMIT ASSISTANCE COORDINATOR III

Spec No. 6210

BASIC FUNCTION

To receive, review, and coordinate permit applications, plan review submittals, project approvals and permit issuance.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provide information and guidance to builders, developers, contractors, utilities, engineers, architects, project managers, and county review staff regarding project review status, application submittals and permit processes.
2. Advise applicants of permit, site or construction plan requirements and application procedures; review a variety of permit applications or construction plans and determine if the application/plans contain the required information for submittal; calculates fees and advise applicants of permit/review fees and proper payment procedure; may issue less complex permits as delegated.
3. Receive applicant submittal packages, verify that materials meet minimum requirements and route to appropriate review staff for review and comment; coordinate the permit review process including preparation of application materials for the clerical staff; ensure that tracking process is initiated with the PAC IV.
4. Coordinate the permit review by the process team, track the progress of applications to ensure timely completion; prepare a coordinated list of requirements for the applicants.
5. Advises appropriate PDS staff members of potential problems and procedures requiring change.
6. Schedule meetings with applicants/consultants to discuss application submittal requirements; receive, forward and respond to applicant questions.
7. Assist in ensuring the completion of the permit/project review process by weekly tracking reports, coordinate data entry, application status report preparation, and data needs assessment for the tracking, processing, approving and issuing of permits or projects.
8. Assist in researching and responding to technical project questions and project development issues related to codes, regulations, and administrative determinations of PDS and other county departments.
9. Attend professional seminars, training and meetings as required.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

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MINIMUM QUALIFICATIONS

An Associate's degree in urban planning or geography and one (1) year of Planning and Development experience; OR, three (3) years of planning, surveying or civil engineering experience; OR, any equivalent combination of training and/or experience that provide the required knowledge, skill and ability to perform the work. Knowledge of land use codes, requirements, plans and policies related to building permit proposals required. Conflict management and effective communication skills are required. Strong PC skills required. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- legal descriptions;
- codes, regulations and standards applicable to land development and utility right-of-way use permits;
- departmental policies and procedures;
- general office methods and procedures;
- computer technology.

Ability to:

- read, interpret and apply work related codes, ordinances, legal property descriptions, legal opinions, and other legislation, regulations and guidelines governing the land use and right-of-way permit processes;
- communicate with the general public and other county employees tactfully and courteously;
- work independently with minimal supervision;
- work effectively under stress and to meet deadlines as required;
- communicate effectively, both verbally and in writing;
- follow verbal and written instructions;
- read and interpret maps, drawing, blueprints, and charts;
- maintain required records;
- recognize work related problems and take appropriate action;
- establish and maintain effective working relationships with superiors, associates and the general public;
- 10 key by touch;
- operate computer terminals and applied software packages.

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SUPERVISION

Employee receives direction from an administrative superior as assigned. Work is performed with a high degree of independence. Completed work may be reviewed for completeness and accuracy.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1997
EEO Category: 5 – Paraprofessionals
Pay Grade: 235 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous