

SNOHOMISH COUNTY JOB DESCRIPTION

PERMIT COORDINATOR I - PUBLIC WORKS

Spec. No. 3102

BASIC FUNCTION

To process a variety of right-of-way use permit applications.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives permit applications for right-of-way use codes administered by the Public Works department.
2. Reviews permit applications for completeness and accuracy; advises applicants of additional information required; calculates and advises applicants of permit fees according to proper payment procedures.
3. Determines appropriate routing for approval of permit applications; routes applications and supporting documentation; tracks applications through the approval process and expedites as necessary; issues permits once application has received all required reviews and approvals.
4. Provides and assists customers in completing various permit applications; advises customers on the permit procedures and related matters.
5. Receives, reviews for completeness, logs, researches or directs to appropriate staff complaints and requests by customers for numerous types of concerns relating to buildings, roads, drainage, and land developments.
6. Researches and provides customers with copies of aerials, plat maps, surveys, section tracings, state highway information, county maps, field work information and calculations.
7. Generates status reports detailing all aspects of the permit process such as type of activity, duration, expiration date, surety required, insurance requirements and other requirements.
8. Performs research utilizing deed books, microfilmed deeds and recorded documents; interpret simple legal descriptions from deeds, tax account statements and title reports.
9. Maintains required files, records, and logs.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

MINIMUM QUALIFICATIONS

One (1) year of experience in land development, land use or building permit application processing or in land use planning; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. College education with major course work in planning is highly desirable. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- real estate, land use planning or land development required for areas of assignment;
- codes, regulations and standards applicable to area of assignment.
- job-related software programs such as word processing, spreadsheet, database, GIS, and time management.

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 building 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, drawings and blueprints;
- maintain required records.
- use personal computer and job-related software programs

SUPERVISION

Employees receive general supervision from a supervisor. Work is performed with a high degree of independence. Completed work is reviewed for completeness and accuracy.

WORKING CONDITIONS

Work is performed at a permit counter and the records center, and involves a high degree of customer contact. Assisting customers at the counter may include frequent moves between sitting at a desk and standing at the counter, and/or standing and walking for lengthy periods of time. Assisting customers with records may involve stretching, bending, squatting, and/or lifting up to 50 pounds.

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

[EEO policy and ADA notice](#)

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Class Established: August 1980

Previous Spec No.440463

Revised: March 1986, July 2005

EEO Category: 6 – Administrative Support

Pay Grade: 235 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous