

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PERMIT TECHNICIAN - PW**

Spec No. 3270

### **BASIC FUNCTION**

To provide technical support to the environmental staff in processing applications and permits.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Stays up to date on changes in environmental law and permit submittal requirements.
2. Reviews, completes and processes a variety of permit applications; checks applications for completeness and accuracy; determines if plans are accurate and provides additional information as required.
3. Verifies and compares the description on permit applications with construction plans.
4. Utilizes knowledge of legal descriptions, mapping and geographical location skills to provide research assistance to Public Works environmental staff when processing permit applications.
5. Updates data base programs for such things as tracking permits and providing status information; generates and creates data base reports for information upon request.
6. Determines appropriate routing for permits, routes applications and supporting documentation for approval.
7. Provides a wide variety of information and assistance to staff; explains services, policies, procedures and schedules; locates information from county records and provides it to staff as requested; provides the staff with maps, handouts and files.
8. Sets up and maintains files and record keeping systems; reviews files for accuracy by proofing and correcting information as needed; prepares files for microfilming by purging files of obsolete, duplicate or unnecessary information.
9. Conducts legal research and reports findings to Planner, Seniors as requested.

### **STATEMENT OF OTHER JOB DUTIES**

10. Acts as support for Planner, Seniors which includes providing a wide variety of information and assistance; reviewing, verifying, researching and checking to determine that applications are complete and accurate; issuing permits when all clearances, applications and approvals have been completed.
11. May provide office assistant support for other sections of the department.
12. Performs related duties as required.

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### MINIMUM QUALIFICATIONS

Two (2) years experience with the environmental resource management/environmental permitting; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- legal descriptions and conducting legal research;
- codes, regulations and standards applicable to environmental resources, laws and permits;
- policies and procedures related to processing environmental permits and documents;
- general office methods and procedures.

Ability to:

- read, interpret and apply work related codes, environmental and land use ordinances, legal property descriptions, legal opinions, and other legislation, regulations and guidelines governing 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.

### SUPERVISION

Employee receives general supervision from a supervisor and/or an administrative superior as assigned. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. Employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure accuracy.

### WORKING CONDITIONS

The work is performed in the usual office environment.

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 1993 as Permit Coordinator, Assistant.

Revised and Retitled: September 1995 Spec No.441508

Revised: September 1999 Revised: October 1999

EEO Category: 5 - Paraprofessionals

Pay Grade: 308 – Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous