



CITY OF CHINO

Permit Processing Specialist

Definition:

Under general supervision, assists the public at the service counter, processes permit applications, and related work as assigned.

Class Characteristics:

The Permit Processing Specialist is a multiple position classification, responsible for processing permit applications and issuing permits in accordance with established requirements.

Essential Functions:

- Assist the public at the service counter; process forms, permit applications, and plans necessary for the issuance of development and construction permits; process bond releases; maintain records of all deposits in lieu of future improvements and complete a report of balances for the Finance Department.
- Respond to inquiries and provide information related to permit procedures, policies and functions.
- Review permit applications, plans and specifications for compliance with appropriate codes and standards; may issue permits for minor projects, or assist professional staff in permit issuance; calculate fees in accordance with established fee schedules; process business licenses for contractors; process home occupation permits; input information into computer including code enforcement complaints.
- Prepare and organize monthly reports of permits issued, fees collected and types of projects for use by the Department and/or section, City staff, and outside agencies.
- Prepare files, mark plans, process planning permits for Planning Commission agenda and Zoning Administrator; prepare notices for publication, and post notices; input appropriate information into computer; prepare agenda packets.
- Maintain supplies including permit applications, forms and related documents; requisition additional supplies as required in accordance with established procedure.
- Coordinate final inspection clearances from all departments; conduct field inspections; determine that all fees have been paid prior to permit issuance and/or occupancy and utility releases; coordinate the microfilming of plans and blueprints.
- Provide temporary and vacation relief in similar occupational fields.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Permit Technician Certification (desirable).

Experience:

- One year of permit issuance experience in a municipal department, or
- Four years of increasingly responsible clerical experience requiring the application of policies and procedures.

Working knowledge of:

- Computer applications such as permit processing programs and word processing programs.

Knowledge of:

- Building and zoning codes, planning regulations and ordinances, or engineering rules and regulations.
- Permit processing and fee structures.

Ability to:

- Read and interpret rules and regulations, and apply them to permit issuance procedures.
- Perform basic mathematical computations.
- Maintain related files and records.
- Understand and follow verbal and written directions.
- Establish and maintain cooperative working relationships.
- Operate a computer and use a variety of software programs.
- Communicate effectively, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.

Special Requirements:

- Possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Permit Processing Specialist

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

SBPEA (Professional, Technical and Clerical)/ Teamsters Local Union No. 1932 or Part-time/Temporary/Seasonal

Revised: 06/10/19

Replacing Permit Processing Specialist classification specification dated 10/26/06.