



**COUNTY OF SANTA CLARA
INVITES APPLICATIONS FOR THE POSITION OF:**

Permit Technician I

An Equal Opportunity Employer

SALARY

\$26.89 - \$32.48 Hourly \$2,151.44 - \$2,598.08 Biweekly \$4,661.45 - \$5,629.17 Monthly
\$55,937.44 - \$67,550.08 Annually

ISSUE DATE: 10/14/15

FINAL FILING DATE: 10/28/15. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Postmarks are not acceptable, therefore it is important to submit your application as soon as possible.

THE POSITION

Under general supervision, to provide direct customer service by disseminating information concerning permit requirements, codes, ordinances, inspection procedures, compliance and abatement, surveyor maps, properties, easements, street name changes, or annexations; to process land development applications and building permits; to maintain applicable databases; to provide skilled assistance to staff with the coordination of all phases of the permit application and code compliance processes, including permit and complaint intake, application review, plan check, inspection, mapping, and surveying.

This recruitment requires the submission of an online application. No paper applications will be accepted. Applicants must apply online at www.sccjobs.org. Computers are available at the County Government Center, 70 West Hedding Street, 8th Floor, East Wing, San Jose, CA 95110, normal business hours, for applicants to apply online.

Benefit and Retirement information may vary from bargaining unit to bargaining unit. Due to changes in State Law, current pension provisions described in the union contracts are not automatically applied. Specific pension benefits for new hires who start on or after January 1, 2013 may be different than indicated in the union contracts.

[Click here to access all Memoranda of Understanding and most recent Summary of Changes.](#)

TYPICAL TASKS

- Coordinates the permit application process, while working closely with permit applicants; explains ordinances, codes, and departmental policies and procedures regarding plan reviews, permit processing, inspections, code violations, and abating building or housing violations;
- Assists builders, contractors, developers, architects, engineers, department representatives, and the general public in person, on-line, or on the telephone; assists the public in researching and finding records of their properties; answers general questions regarding property lines, land surveying, and state regulations pertaining to boundary

surveys; and processes abandonments and street name change requests;

- Receives and reviews a variety of permit applications, construction plans, and supporting documentation for completeness and accuracy; secures missing information from customers and determines needed level of review of plans and inspections; enters detailed information into computer based systems;
- Receives maps, corrected maps, and requests for abandonment of easements, street name changes and annexations and reviews them for completeness, accuracy, and conformance;
- Processes, coordinates and issues various building, mechanical, electrical, plumbing, fire, grading, and land development permits; determines required inspections, creates inspection records, and schedules inspection appointments;
- Uses fee schedules and calculates fees; handles cash, checks, and other forms of payment; opens and closes a cash register and issues receipts;
- Receives complaints and researches code and ordinance violations, applicable public records, land use, geologic hazard, flood plains, fire hazard zones, historical or other permit sites; confers with field investigators and other staff; develops and implements abatement plans;
- Coordinates, logs, and routes plans; facilitates plan check process to ensure permits are issued in a timely manner; tracks the status of permit applications or plan reviews and updates the applicant;
- Resolves a variety of problems and complaints regarding permit and plan submittals and processing, illegal construction, code and ordinance violations, and inspections;
- Coordinates and performs activities related to code and ordinance violations and enforcement activities;
- Organizes and maintains County surveyor maps, records, and related documents;
- May train other Planning staff;
- May be assigned as a Disaster Service Worker, as required;
- Performs other related duties, as required.

EMPLOYMENT STANDARDS

Sufficient education and experience to demonstrate the ability to perform the above tasks and the attainment of the knowledge and abilities listed below.

Training and Experience Note: The knowledge, skills, and abilities are acquired through possession of a high school diploma or equivalent

AND

Three (3) years of increasingly responsible experience providing assistance to a staff in the building trades or related trade or service to the public in the area of permit processing, plan checking, mapping, surveying, building inspection, or land development.

Possession of a valid California Driver's License prior to appointment and the ability to qualify for and maintain a County Driver's Permit is required for some positions.

Knowledge of:

- Constructions types, plans, specifications, and legal aspects of code enforcement;
- Maps, abandonment of easements, street name change and annexation requests; property lines, land surveying, and state regulations pertaining to boundary surveys;
- Building trades, codes, ordinances, and regulations;
- Regulatory and discretionary permit application processes;
- Mathematical concepts to calculate fees;
- Building and planning office procedures and operations;
- Operation of standard office software and equipment;
- Public relations practices.

Ability to:

- Understand general information on construction plans and documents submitted with permit applications;
- Understand and effectively explain regulations, procedures, and ordinances to the public;
- Research property records; organize and maintain surveyor maps, records, and documents;
- Prioritize tasks and organize workload in order to provide efficient and effective customer service;
- Develop and maintain effective working relationships with builders, contractors, developers, department representatives, the general public and staff;
- Maintain records, compile and tabulate data;
- Operate a variety of office software and equipment;
- Perform basic mathematical calculations;
- Use computers to manage data, documents, and workflow;
- Train technical and clerical staff.

VETERANS PREFERENCE INFORMATION: Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

THE EXAMINATION PROCESS: The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

*New Hires shall be subject to a pre-employment criminal background check.

DISASTER SERVICE WORKERS: Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

INFORMATION ON PERS CONTRIBUTION: For new members, salaries above a limitation imposed by federal law (that limit per IRS is \$117,020 for 2015): (1) neither the County nor the employee makes contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is \$265,000 for 2015.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sccjobs.org/>

OR

70 W. Hedding Street, 8th Floor, East Wing
San Jose, CA 95110

EXAM #15-N33-A

PERMIT TECHNICIAN I

JL

Permit Technician I Supplemental Questionnaire

* 1. What is the highest level of education you have completed?

- 8th Grade
- High School or GED
- College (1 to 29 semester units / 1 to 44 quarter units)
- College (30 to 59 semester units / 45 to 89 quarter units)
- College (60 to 89 semester units / 90 to 134 quarter units)
- College (90 to 119 semester units / 135 to 179 quarter units)
- College (120 or more semester units / 180 or more quarter units)
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

* 2. How many years of responsible experience do you have providing assistance to staff in the building trades or related trade or service to the public.

- No experience
- Less than 1 year
- 1 year but less than 2 years
- 2 years but less than 3 years
- 3 years but less than 4 years

- 4 years but less than 5 years
- 5 years or more

* 3. If your experience was for a related trade, indicate the type of trade related to building trades. If not, indicate N/A.

* 4. Select the areas you have experience providing assistance to staff in the building trades or related trade or service to the public.

- Permit processing
- Plan checking
- Mapping
- Surveying
- Building inspection
- Land development
- None of the above

* 5. Describe your work experience providing assistance to staff in the building trades or related trade or service to the public. Include name of employer, job title, dates of employment and number of hours worked per week. Please state N/A if none selected to question above.

* Required Question

