



Permit Specialist City of Mebane

To Apply

To apply for the Permit Specialist position, please click on the link below.

[Permit Specialist](#)

The City of Mebane is an Equal Opportunity Employer.

General Statement Duties

Performs technical clerical work in the issuance of building permits and in limited interpretation of the NC Building Code and codes related to zoning, minimum housing, and nuisance abatement.

Distinguishing Features of the Class

An employee in this class serves as the permit specialist for the Inspections Department. Emphasis of the work is on providing customer service in absence of inspection officials and issuing building permits and administrative support and coordination for a variety of operations. Position requires a considerable degree of public contact, initiative in absence of a supervisor, independent judgment, and discretion. Work is performed under the general supervision of the Director of Inspections and is evaluated based on attainment of individual performance objectives, accuracy and volume of work, and feedback from citizens and construction industry personnel and others. This is a nonsupervisory classification.

Illustrative Examples of Work

- Provides clerical and technical support for technical inspections staff; records applications for inspections and collects fees; records results of inspections and creates and maintains a centralized record of inspections; dispatches information and requests for service by telephone or radio.
- Provides information to the public in response to questions about inspections, permits, reviews, and procedures; refers technical questions to inspections staff.
- Balances daily receipts for building permits against day-end financial reports.
- Collects and interprets data for records and producing reports.
- Maintains case files for new construction and renovations as well as files related to issues of zoning, minimum housing codes, nuisance abatement, and related files.
- Operates standard office equipment, including use of word processing, spreadsheet and microcomputer equipment.
- Performs related work as required.

Knowledge, Skills, and Abilities

- Thorough knowledge of standard office practices and procedures, computers and word-processing equipment, and clerical techniques.
- Knowledge of business English, spelling, and arithmetic.
- Knowledge and understanding of the inspections processes and purpose.
- Knowledge and proficiency in the use of Microsoft Office applications (MS Word, Excel, Access, PowerPoint)
- Ability to type at a reasonable rate of speed and make arithmetical calculations.
- Ability to communicate effectively with the public, building officials, and contractors
- Ability to establish effective working relationships with contractors, architects, landowners, engineers, attorneys' division staff, and the general public.
- Ability to follow oral and written instructions; ability to acquire knowledge of the policies, procedures, and services of the inspections functions
- Ability to keep moderately complex records and prepare reports from such records.
- Ability to acquire knowledge of technical detail in relation to department policy and interpretation of the NC Building Code.
- Ability to provide clerical support for a variety of operations
- Ability to work independently on responsible or confidential assignments.
- Ability to supervise other personnel and their work.

Physical Requirements

Work in this class is generally sedentary. Work requires the ability to see, hear, talk, and the physical ability to move about the office. Work requires dexterity in the hands for typing and operation of standard office equipment. Visual acuity is necessary to read handwritten and typewritten materials and to operate a computer terminal.

Working Conditions

This position is primarily sedentary in a controlled office environment without atmospheric variables.

Education and Experience

Graduation from high school or GED equivalency and 3-5 years clerical or technical experience in a municipal or county inspections department. Some experience with mapping and permitting software is preferred.

Special Requirements

North Carolina Driver License and certification as a Notary Public

FSLA Status: Nonexempt

Compensation

\$35,806.00-\$55,498.00

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position, and a more thorough description of these elements can be found in the employee's Position Description Questionnaire (PDQ). The City reserves the right to assign or otherwise modify the duties assigned to this classification.