

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	PERMITS OFFICER
FLSA STATUS:	NON-EXEMPT
SAFETY SENSITIVE:	SUBJECT TO RANDOM DRUG AND BREATH ALCOHOL TESTING

PURPOSE OF CLASSIFICATION

The purpose of this job is to coordinate and perform specialized work associated with issuance of permits and collection of development tax, while providing support to the Building Codes Department. Duties and responsibilities include issuing development tax and building permits, receiving, and processing department revenues for building permits and development tax, processing documentation, maintaining records, answering telephone calls, and providing support to the department. Reports to Administrative Supervisor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes information provided by property owners, builders, or contractors; obtains necessary data to determine proper fees for development taxes and building permits.

Explains procedures and provides information pertaining to permit issuance, land disturbance permits, tax applications, inspections, fees, and related issues; responds to routine questions or complaints.

Issues building permits; reviews documentation pertaining to permit preparation, such as property surveys and site plans; calculates appropriate permit costs; maintains records and forwards permits as appropriate.

Conducts research of documentation pertaining to permits and tax fees, research property surveys, tax maps, recorded deeds, and certificates of survey.

Receives moneys in payment of building permits, development tax fees, or other fees/services; verifies accuracy of incoming revenues; records transactions and issues receipts.

Performs accounting/bookkeeping tasks associated with collecting departmental revenues, forwarding monies, preparing bank deposits, maintaining records, and communicating financial information to other departments as appropriate.

Issues tax exemption receipts as needed for local jurisdictions.

Provides building inspectors with data necessary to locate sites and with any special conditions' items pertaining to Inspections.

Receives and verifies documentation regarding approved plans review for future issuance of building permits as needed; receives and verifies all incoming minimum floor/pad elevation (MFE/MPE) correspondence (per FEMA and planning requirements); distributes documentation and copies as appropriate.

Rutherford County, Tennessee • Permits Officer

Records building inspections; maintains records of inspection activities; posts building inspection information for inspectors' reference.

Issues temporary Certificates of Occupancy as needed; receives appropriate approvals, verifies, and accepts required payments, issues receipts, and distributes copies as appropriate; maintains temporary Certificate of Occupancy files; releases copies for refunds as completed; forwards copies as appropriate for issuance of proper refunds.

Research development data or related data as appropriate; communicates with local businesses, community organizations, or other individuals regarding development of projects such as apartments, independent living units, assisted living units, motel units with manager quarters, storage facilities with management quarters, zero lot lines, quadraplex units, duplex units, or other projects.

Determines charges for development taxes on specific developments; provides development tax quotes, breakdown of charges, and related details.

Prepares or completes various forms, reports, correspondence, logs, or other documents.

Receives various forms, reports, correspondence, permits, blueprints, construction plans, architectural drawings, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Enters building permit information into the ARCGIS base map.

Maintains file system of departmental records; maintains files of Planning Department plats and information regarding subdivision development approvals; maintains and updates all contractor information for proper permit issuance and prepares updated computer listings; maintains and updates master list of subdivisions for all jurisdictions; sets up files, sorts/organizes documents to be filed, files documents in designated order, and retrieves/replaces files.

Maintains handout files at permit counter in relation to permits, inspections, and related activities.

Performs general clerical tasks, which may include typing documents, copying documentation, sending/receiving faxes, sorting and distributing mail, or preparing outgoing mail.

Answers incoming telephone calls; provides information, guidance, and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary; retrieves messages from voice mail or answering machines.

Communicates with supervisor, employees, other departments, county officials, property owners, taxpayers, contractors, developers, inspectors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality of departmental documentation and issues.

Maintains a current knowledge and awareness of local planning/zoning ordinances and other applicable laws and regulations; reads professional literature; attends classes, workshops, and training sessions as appropriate.

Must work hours as scheduled.

Completes work at assigned workstation as determined by supervisor.

ADDITIONAL FUNCTIONS

Performs notarization of affidavits or other documents as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in secretarial science and bookkeeping; supplemented by one (1) year previous experience and/or training involving secretarial work (preferably in a building codes office environment), basic bookkeeping, customer service, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Office errands, deposits, mail, etc. copying, filing

Estimated Total Hours: 2 **Maximum Continuous Time:** 1

2. SITTING

Tasks: Typing, letters, permits, office duties

Estimated Total Hours: 7.5 **Maximum Continuous Time:** 1

3. LIFTING/CARRYING

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X	X			
11-25 lbs			X		
26-50 lbs			X		
51-75 lbs				X	
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: Boxes

Height of hands above floor during push: Waist or below

5. CLIMBING

Tasks: Stairs

Height: One flight

Frequency: Twice per day

6. BENDING/SQUATTING/KNEELING

Tasks: Filing, Copying

Frequency: Daily

7. REACHING

Tasks: Filing

Hands Used: RIGHT LEFT BOTH X

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>97</u> % of time
Outside	<u>3</u> % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

phones, computer, calculator, copier, scanner, fax, basic office tools/equipment

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp	X		Daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Full Legal Name (printed)

Employee's Signature

Date