



**Permit Technician**  
Planning and Physical Development

PPD/10  
Pay Grade: 10

**JOB SUMMARY**

This position is responsible for providing technical support for the processing of permit applications and for providing general administrative and clerical support for department operations.

**MAJOR DUTIES**

- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel.
- Receives and processes applications; provides initial review to ensure all applications and requests are complete.
- Receives, deposits and records funds received.
- Receives invoices and prepares requests for payment; processes purchase requisitions and travel requests.
- Types documents and makes copies.
- Receives and distributes mail.
- Enters data in the maintenance of department files and records.
- Assists in the preparation of agenda requests for meetings of the Commissioners Court; maintains related records.
- Assists in the scheduling of meetings and in the preparation of agendas and minutes.
- Records minutes and maintains files for the Planning Advisory Board.
- Maintains inventory of office supplies; makes purchases as needed.
- Maintains subdivision and plat files.
- Assists in the maintenance of personnel files and records.
- Perform any other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of real property descriptions and conveyance instruments.
- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

**SUPERVISORY CONTROLS**

The Office Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES**

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

- The work consists of related technical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide technical support for department activities. Successful performance helps ensure the efficiency of department operations.

**CONTACTS**

- Contacts are typically with co-workers, other county employees, engineers, architects, contractors, attorneys, planners, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve inquiries, and provide services.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while bending, crouching or stooping. The employee occasionally lifts light objects.

- The work is typically performed in an office.

### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- None.
- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

### MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have a high school diploma or GED from an accredited institution.

### ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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