

## PERMIT SPECIALIST I/II

### **Definition:**

Under direction, assists with the review and permitting of applications received by the Planning and Natural Resources Department, and to perform job-related work as required.

### **Distinguishing Characteristics**

The Permit Specialist I/II is distinguished from other classes by its responsibility for providing technical support in the area of review and permitting of land use, oil and gas, renewable, and/or geothermal permits.

Promotion to the Permit Specialist II is considered on a merit basis and is subject to the approval of the Department Head.

**Permit Specialist I:** The Permit Specialist I is the entry level of the Permit Specialist flexible classification series. This position functions in a learning capacity, gradually assuming greater responsibilities as knowledge and skills are acquired. It is distinguished from the Permit Specialist II classification by its' limited scope and routine tasks performed.

**Permit Specialist II:** The Permit Specialist II is the journey level of the Permit Specialist classification series. This position functions at an experienced level demonstrating greater proficiency in a variety of skills and abilities and is able to perform the essential functions of the position with less supervision. It's further distinguished from the Permit Specialist I by its' responsibility to work independently and to handle the most complex permits.

### **Essential Functions:**

- Reviews permit applications and related documents for accuracy and completeness.
- Performs research related to land use, renewable, geothermal and oil and gas data files and records; maintains maps, databases, photographs, files and other records.
- Assists in the preparation of plans and prepares related project documents.
- Prepares graphics for presentations.
- Calculates and/or collects fees and assessments in accordance with applicable county ordinances.
- Issues permits using a computer and printer.
- Assists applicants, other organizations and agencies, co-workers and the general public by providing information and answering routine questions.
- Perform other duties of similar nature or level as required. Incumbents must have the ability to perform the Essential Functions of the job.

**Employment Standards:**

**Level I:**

High School Diploma, G.E.D. or equivalent, AND completion of thirty (30) semester or forty-five (45) quarter units of general education from an accredited college or university **OR** one (1) year of experience in building construction and plan preparation or petroleum development, production or inspection **OR** an equivalent combination of training and experience

**Level II:**

High School Diploma, G.E.D. or equivalent, AND sixty (60) semester or ninety (90) quarter units of general education from an accredited college or university **OR** two (2) years of experience equivalent to a Permit Specialist I in the Kern County Classification System **OR** an equivalent combination of education and experience.

**Both Levels:**

Possession of a valid California Motor Vehicle Driver's License.

**Knowledge of:** mapping techniques, basic English, mathematics, standard office equipment and procedures, data entry techniques, customer service principles, and filing techniques.

**Skill in:** interpreting and applying rules and regulations; establishing and maintaining cooperative work relationships with the public and industry personnel; following oral and written instructions; communicating both orally and in writing; providing customer service; performing basic mathematical functions; filing and maintaining records; and using computers and related software applications.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.