



# License and Permit Specialist I

Salary Group: B12

Class Code: 0170

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
LICENSE AND PERMIT SPECIALIST I	0170	B12	\$27,840 - \$43,798
LICENSE AND PERMIT SPECIALIST II	0171	B14	\$31,144 - \$49,134
LICENSE AND PERMIT SPECIALIST III	0172	B16	\$34,918 - \$55,130
LICENSE AND PERMIT SPECIALIST IV	0173	B18	\$39,521 - \$64,449
LICENSE AND PERMIT SPECIALIST V	0174	B20	\$45,158 - \$73,788

## GENERAL DESCRIPTION

Performs routine (journey-level) licensing and permitting work. Work involves receiving and reviewing license and permit applications; ensuring compliance with applicable policies, administrative codes, and statutes; communicating with external and internal customers; and approving licenses and permits. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Receives and reviews license and permit applications, revisions, and renewals.

Inputs license and permit applications, payments, and required technical data for licenses and permits into appropriate computer applications, databases, and systems.

Issues licenses and permits, collects license and permit fees, and reimburses fees to denied applicants.

Maintains records associated with license and permit applications, fee payments, and violations, and completes necessary forms to approve or deny licenses and permits.

Provides administrative and technical assistance related to license and permit requirements to the general public, agency staff, and government and elected officials; answers questions and explains licensing and permit codes; and supplies information regarding license and permit processing, policies, and procedures.

Assists in approving applications for licenses and permits based on state regulations, administrative codes, and agency policies and procedures.

Assists in preparing notices, correspondence, memos, and reports related to license and permit activities and compliance.

Assists in monitoring license and permit applications, contract registrations, zoning, inspections, and other permits.

May assist in administering fee programs related to activities completed under certain permits and authorizations.

May administer oral, written, or other tests to license or permit applicants.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in customer service, clerical, administrative, or technical support work. Graduation from a two-year college or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of office practices; of administrative and technical procedures; and of applicable policies, administrative codes, and statutes.

Skill in the use of standard office equipment, computers, and computer software.

Ability to respond to public inquiries in a timely manner; to implement administrative and technical procedures; to interpret applicable laws, rules, regulations, policies, and procedures; and to communicate effectively.