



# License and Permit Specialist III

Salary Group: B16

Class Code: 0172

<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
<b>LICENSE AND PERMIT SPECIALIST III</b>	<b>0172</b>	<b>B16</b>	<b>\$34,918 - \$55,130</b>
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 complex (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. May provide guidance to others. Works under general supervision, with moderate 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 license and permit applications.

Maintains program data related to licensed or permitted activities.

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.

Provides interpretations of licensing and permitting requirements and other information applicable to various agency and statutory requirements.

Monitors license and permit applications, contract registrations, zoning, other permits, and requests for appropriate routing or processing needed to approve licenses and permits; and follows up with applicants and supervisors as needed.

Approves or denies license and permit applications based on state statutes, administrative codes, and agency policies and procedures.

Administers oral, written, or other tests to license or permit applicants.

Prepares notices, correspondence, memos, and reports related to license and permit activities and compliance.

May develop technical and administrative procedures for the review of license and permit applications.

May administer fee programs.

May evaluate and track applications and responses to notices of deficiency.

May provide guidance to others.

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; to communicate effectively; and to provide guidance to others.