



# License and Permit Specialist IV

Salary Group: B18  
Class Code: 0173

<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
<b>LICENSE AND PERMIT SPECIALIST IV</b>	<b>0173</b>	<b>B18</b>	<b>\$39,521 - \$64,449</b>
LICENSE AND PERMIT SPECIALIST V	0174	B20	\$45,158 - \$73,788

## GENERAL DESCRIPTION

Performs highly complex (senior-level) licensing and permitting work. Work involves coordinating the receipt and review of 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 supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates the receipt and review of license and permit applications, revisions, and renewals.

Reviews license and permit applications, payments, and technical data required for licenses and permits entered into appropriate computer applications, databases, and systems for accuracy and completeness.

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

Reviews applications for licenses and permits and ensures compliance with administrative codes, state statutes, and agency policies and procedures.

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

Evaluates and tracks applications and responses to notices of deficiency.

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.

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

Monitors license and permit applications, contract registrations, zoning, inspections, and other permits.

Interprets and communicates licensing and permitting requirements and other information applicable to various agency and statutory requirements.

Resolves customer service issues and problems.

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

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

May administer fee programs.

May supervise the work of 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 supervise the work of others.