

PERMIT TECHNICIAN NEEDED ASAP

\$37.06 - \$45.04 hourly

Competitive Salary and Comprehensive Benefits Package - 3% salary increase in July 2023

The Town of Corte Madera (CA) is recruiting for the position of **Permit Technician** to work within the Town's Community Development Department in the Building Division. We are seeking to hire a person who enjoys providing high quality customer service with a positive team spirit. This position performs a variety of technical and clerical duties to support the permitting process. This includes accepting, reviewing, and tracking applications and assisting the public by answering questions and directing them to appropriate staff or other resources to fulfill their needs. Experience with permitting software is highly desirable. Come join our Community Development Department Team as our newest Permit Technician!

Minimum Requirements:

- Two years of responsible experience in the building construction trades or with a government building, planning or public works organization or three years of clerical, office support, and/or customer service experience preferably in a construction, building, engineering or similar office.
- Equivalent to completion of the twelfth grade; an Associate of Arts or Sciences degree in a related field is highly desirable.
- Possession of a valid California driver's license is required.
- Possession of a current, valid I.C.C. certification as a Permit Technician is required. Employee is responsible for successfully completing continuing education units (CEU's) required for certificate renewals and for maintaining a current certification without lapse as a condition of employment.

This recruitment is **OPEN UNTIL FILLED, with first review of applications scheduled for the week of June 19, 2023**. Interested applicants are encouraged to apply early. Best Qualified applicants will be invited to an oral panel interview.

See full job description and apply online at:

<https://www.governmentjobs.com/careers/centralmarinpolice/cortemadera>

Refer questions regarding this recruitment to Janet Thiessen, Human Resources Manager, at jthiessen@centralmarinpolice.org or by calling (209) 321-3936. We look forward to hearing from you!