

Permit Technician, Community Development

Annual Salary: \$27,726.40 Grade: 16 (Employees: Refer to Civil Service Rule VI.3.1 and VI.17 for promotional rate) Appointment to a position in the classified service shall be at the minimum of the corresponding pay range unless otherwise approved.

Benefits Offered: 23.09% employer retirement contribution; sick and vacation leave; health, dental, vision, and supplemental insurances offered.

Examination is announced to establish an employment list to fill vacancies in the Community Development Department and future vacancies as they occur.

Kind of Work

The purpose of this classification is to provide permit processing and clerical support for the Community Development Department.

Minimum Qualifications:

- High school diploma or GED; two (2) years of experience in general office work, customer service, permit processing, or related field; experience in Construction industry related business preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Certification from the International Code Council as a Permit Technician is not required.
- **Valid driver's license required.**
- If license is required, must obtain a valid State of Louisiana driver's license at time of appointment and maintain throughout employment in this position.
- **HUD grants, title research, scheduling and/or mortgage experience preferred.**
- **Excellent customer service skill required.**

Work Schedule:

40 hours per week, may work some weekends

Kind of Examination

This examination may consist of a written test, a rating of training and experience, a performance test or any combination thereof deemed necessary to adequately screen and rank applicants. **Examination notices will be sent out via email with a testing date, time, and location.** Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification.

Must include copies of driver's license, diploma, GED, DD214, degree, etc. with application.

Accepting paper applications: Until filled

COMPLETE A PAPER APPLICATION AT: WWW.CITYOFALEXANDRIALA.COM UNDER OUR EMPLOYMENT PAGE

Completed applications may be submitted in one of the following ways:

- a. Hand delivery: Civil Service Department 3rd Floor, 625 Murray Street Alexandria, LA 71301**
- b. Email: civilservice@cityofalex.com**
- c. Fax: (318) 449-5232**

Civil Service Department Ph. (318)449-5030 Email: civilservice@cityofalex.com

The City of Alexandria is an Equal Opportunity Employer.