



PUBLIC ONLY:

Permit Technician, Community Development (LEAD)

Classification: 21-month appointment

Annual Salary: \$27,726.40

Work Schedule: Full time, Bi-weekly payment

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

General Function:

To provide permit processing and clerical support for the Community Development Department.

Minimum Applicant 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 preferred but not required.
- **Must possess a valid driver's license.**
- Must obtain a valid State of Louisiana driver's license at time of appointment and maintain throughout employment in this position.
- **Strong Customer Service experience.**
- **HUD, grant, title research, inspection scheduling or mortgage banking experience preferred**

If interested, please submit resume and cover letter to:

Toria Banks, Examination Analyst

Toria.Banks@cityofalex.com

Or

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

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

Accepting applications: Until filled

Civil Service Department Ph. (318)449-5030, Fax (318)449-5232, Email: civilservice@cityofalex.com

The City of Alexandria is an Equal Opportunity Employer.