

## Permit Technician, Construction 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 1 vacancy in the Construction 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 Construction Development Department.

### Minimum Qualifications for Admission to Examination:

- 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.
- May require a valid driver's license.
- 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.

### 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](http://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](mailto:civilservice@cityofalex.com)

c. Fax: (318) 449-5232

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

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