



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED:
 03/01/2004;06/30/05;01/01/06
 01/01/07*

JOB TITLE: Permit Technician

DEPARTMENT: Public Works

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$11.19 - \$16.83 /hour

LEVEL: 12

Under general supervision, is responsible for issuance of Parish permits.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Responsible for issuance of construction, utility, driveway and road crossing permits and issuance of municipal and parish 911 addresses.
- Responsible for the identification of flood zone property from aerial photos or Flood Insurance Rate Map.
- Provides clerical support and assists with special projects and routine functions, such as reproduction of aerial and topographical maps, maintaining records, processing documents, and collecting fees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required.
- Knowledge of aerial and topographical mapping and the ability to read maps, use microfiche, and use engineer's scale is preferred.
- Some customer service experience required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.