

Permit Technician/Specialist

South Central Planning & Development Commission is accepting resumes for a Permit Technician/Specialists at its Baton Rouge location. The main responsibility of this position is to provide top-quality customer service and various duties related to the permitting process. Duties include, but are not limited to accepting & reviewing permit applications, assessing permitting fees, researching public record requests, scheduling inspections, as well as providing coordination related to the permitting process for inspection & plan review staff members. These positions involve professional-level services and judgment, good communication skills, good computer skills, routine administrative tasks, works well with the public, and coordinates well with office personnel. Knowledge of the East Baton Rouge Parish's permitting process and experience related to permitting preferred. Certification as a Permit Technician and/or prior parish, municipal or regional experience is a plus. The individual should possess a high school diploma as a minimum and have 5 years' minimum similar work experience, or possess an Associate's Degree from an accredited University. These are full-time, hourly positions with permanent status and fringe benefits. Starting pay will be approximately \$17.68 - \$24.15 an hour depending on experience. Benefits include retirement, health/dental/vision/life insurance, paid holidays, vacation & sick leave. SCPDC is an EOE/AAE

Resumes will be accepted until the position is filled. Send resumes to: SCPDC
Permit Specialist PO Box 1870, Gray, LA 70359 or email to:
employment@scpd.org