

**NOTICE OF JOB ANNOUNCEMENT
CITY OF STEPHENVILLE**

POSTING DATE: September 22, 2016 **DEPARTMENT:** Planning & Building Services

JOB TITLE/CODE: Permit Technician

STARTING SALARY: \$2509-\$2904 per month DOQ

BRIEF DESCRIPTION AND QUALIFICATIONS:

The **City of Stephenville** is currently accepting applications for the position of Permit Technician. Position is responsible for administrative and technical support for Planning & Building Services Division. Duties include assisting citizens, contractors, and developers with the application process for licenses and permits, answering telephones for building inspectors, file maintenance; collection, deposit and documentation of fees collected; preparation of daily, weekly and monthly reports. Attendance at various evening meetings and workshops occasional required.

Applicants must possess a high school diploma or GED, and valid Texas driver's license. Excellent computer and communication skills are preferred. Two (2) years of clerical or administrative/technical support experience, knowledge and proficiency in Microsoft Office including Word and Excel. This person must have experience with heavy public contact, ability to communicate courteously and effectively. Working knowledge of construction terminology. Must possess Permit Technical Certification from the International Code Council or be able to obtain certification within the first 12 months of employment. Prior experience in like position is desired.

CLOSING DATE: Position open until filled, but may close without notice.

CONTACT: Applications are available on line at www.stephenvilletx.gov or in person at City Hall located at 298 W. Washington St., Stephenville, TX 76401