



POSITION:	Permit Technician
DEPARTMENT:	Code
JOB TYPE:	Full-time
SALARY:	\$40,280 - \$62,648 commensurate with education & experience
POSTED:	05/03/2024
CLOSING DATE/TIME:	Until Filled

The City of Monroe is now accepting applications for the position of Permit Technician. This position is responsible for a variety of permitting functions, customer service duties, and additional tasks as assigned. The Permit Tech will work closely with other departments and the public in response to inquiries regarding permits and applications. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Qualifications & Experience:

- High school diploma or GED; or equivalent combination of related training and experience
- GSWCC Level 1A Certification; or ability to obtain within 12 months of hire date
- ICC Permit Technician Certification; or ability to obtain within 12 months of hire date
- Minimum of 2 years experience as a Permit Technician or similar position required

Duties & Abilities:

- Review & issue permits
- Assist in review, processing & renewal of business licenses
- Process Open Records requests
- Calculate fees & process payments
- Record maintenance
- Answer department calls; greet & screen department walk-ins
- Use of permit software & online databases
- Input requests, coordinate & schedule inspections
- Effective communication with the public & company employees
- Attend conferences/required trainings
- Work with interns

The City of Monroe offers some of the most employee-friendly benefits available. To view our complete benefits package & obtain an application, please visit our website. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at Sjohnson@MonroeGA.gov



*Applications are also available at & may be returned to City Hall, 215 N Broad St, Monroe, GA 30655
The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post-rehabilitation, and routine fitness-for-duty(random) drug testing.