CITY OF ORLANDO

Recruit Title	Dept/Division	Posting Type	Close Date	Recruit #
Permit Technician I - CONTRACT	Permitting Svcs	All Applicants	6/28/2013	13-112

Salary Specs

This is a full-time CONTRACT position with the same benefits as Permanent full-time. Most contracts are renewable for terms of one year.

MULTIPLE POSITIONS AVAILABLE

Starting Salary: $12.57 per hour
Grade: 20

POSTING LANGUAGE

NATURE OF WORK:

Under the direction of the Customer Service Manager, this position performs responsible work involving the review and issuance of permit applications in the Permitting Services Division. Using customer service skills and exercising discretion, tact, and diplomacy to explain complex code requirements both in person and over the phone.

MINIMUM REQUIREMENTS:

High school graduate plus six months customer service experience involving considerable public contact, preferably in zoning, building, engineering, occupational licensing, fire permitting, planning, or related areas; or an equivalent combination of education, training, and experience. Must type 25 CWPM.