



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: July 15, 2015
Close: Until Filled

JOB POSTING
Permit Technician
Full Time
Monthly Salary: \$2,548

JOB SUMMARY:

This position is responsible for receiving permit applications, issuing permits, performing other specific semi-technical tasks, and providing general administrative support to the Building Inspection Division.

MINIMUM QUALIFICATIONS:

- Associate's degree (A. A.) preferred from Two-year College or Business/technical School; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Must be able to obtain ICC Permit Technician Certification within 6 months of hire date.
- Must possess a valid Texas Drivers License
- Knowledge of computer software programs such as Microsoft Word, Excel, Power Point and other relevant programs helpful but not required. Basic keyboarding skills required.
- Knowledge of use and minor maintenance of various office equipment such as printers, fax machines and copiers.

SKILLS AND EXPERIENCE:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

TO APPLY:

Applications available online on City of Bedford web site (www.bedfordtx.gov) or at City Hall, 2000 Forest Ridge Drive, Building B, Bedford, TX 76021.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer