

PERMIT CLERK

Code No. 6-16-005

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical function in a Town of Village responsible for assisting the Town Clerk in the issuance of licenses, permits and applications including related record keeping. Work is performed in accordance with state law and town ordinances. The employee reports directly to and works under general supervision of the Town Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Receives and reviews applications for various permits and licenses including hunting, fishing, marriage, bingo, and dogs;

Approves and issues permits and licenses in accordance with applicable laws and ordinances;

Receives appropriate license or permit fees and issues receipts;

Maintains and balances records of fees received;

Remits fees as appropriate to proper Town or Village department or State offices;

Provides copies of police and accident reports within regulations and guidelines;

Acts as a notary public or witness;

Performs related clerical functions such as filing, typing, answering phones, and record retrieval;

Acts as office manager during the Town Clerk's absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office practices and procedures; good knowledge of state and local rules and regulations governing the issuance of licenses under the Town or Village's authority; ability to operate standard office equipment such as typewriter, calculator, copier, and computer; ability to keep financial and other records; mathematical ability; ability to follow oral and written directions; ability to establish and maintain professional relationships; ability to communicate with members of the general public; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent office clerical experience; OR,

- (B) Graduation from a regionally accredited college or university with an Associate's degree plus two (2) years of experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 14, 1993