



EMPLOYEES/PUBLIC:

Permit Technician, Construction Development

Annual Salary: \$27, 726.40 Grade: 16 (Employee: 7% on your current salary, whichever is greater; or 10.5% on your current salary, whichever is greater, if position is 3 grades or higher than current position) Appointment to a position in the classified service shall be at the minimum of the corresponding pay range unless otherwise approved.

Examination is announced to establish an employment list to fill 1 vacancy in the Construction Development Department and future vacancies as they occur to provide permit processing and clerical support for the Construction Development Department.

Minimum Applicant Qualifications:

- High school diploma or GED; two (2) years of experience in general office work, customer service, permit processing, or related field; experience in Construction industry related business preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Certification from the International Code Council as a Permit Technician is preferred but not required.
- May require a valid driver's license.
- If license is required, must obtain a valid State of Louisiana driver's license at time of appointment and maintain throughout employment in this position.

Kind of Examination

This examination may consist of a written test, a rating of training and experience, a performance test or any combination thereof deemed necessary to adequately screen and rank applicants. **Examination notices will be sent out via email with a testing date, time, and location.** Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification.

Must include copies of driver's license, diploma, GED, DD214, degree, etc. with application.

Accepting applications: Until filled

APPLY ONLINE AT WWW.GOVERNMENTJOBS.COM/CAREERS/ALEXANDRIALA

Civil Service Department Ph. (318) 449-5030, Fax (318) 449-5232,

Email: civilservice@cityofalex.com

The City of Alexandria is an Equal Opportunity Employer.