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# ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

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**POSITION:** Permits Specialist I, C-04, \$32,677 + FRINGE BENEFITS  
**DEPARTMENT:** Land Use & Growth Management  
**OPENING DATE:** 08-09-17                      **CLOSING DATE:** 08-23-17

## MINIMUM QUALIFICATIONS:

**Education:** High school diploma or G.E.D.

**Experience:** Six months or more of related experience.

**Note:** Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

## ADDITIONAL REQUIREMENTS:

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background check with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

**JOB SUMMARY:** Performs a variety of well defined tasks to facilitate the complete processing of all permits related to land use; ensures that all required agency approvals are obtained and all zoning regulations are met.

## DUTIES:

- ◆ Conducts initial research to determine permit requirements and site conditions;
- ◆ Consults with the public to determine the appropriate approval process for the processing and issuing of all types of permits related to land use;
- ◆ Forwards copies of zoning permits to the relevant agencies for approval;
- ◆ Manages the permit and accounting records for all fees/monies collected by the Department of Permits & Inspection; communicates with the Department of Finance on various aspects of the financial process as it relates to permits;
- ◆ May:
  - keep track of bonds and letters of credit;
  - prepare and maintain relevant files, reports, logs, and records;
  - type correspondence, schedules, and tables;
  - prepare and process gas fitter licenses;
  - notarize documents when required;
  - answer questions about permits being processed;
- ◆ Performs other duties as assigned.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to effectively communicate with other staff and members of the public;

- ◆ Ability to learn various permitting procedures, regulations and/or laws;
- ◆ Ability to use available resources to research information;
- ◆ Ability to keep accurate records;
- ◆ Ability to follow through with assigned tasks;
- ◆ Ability to learn how to use relevant computer software and other office equipment;
- ◆ Strong writing and communication skills.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

**COMPENSATION/BENEFITS:**

Hiring Salary: \$32,677 annually

FLSA: Non-exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

**SELECTION PROCEDURE:** Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

**TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.**

Applications are available at: Governmental Center, Potomac Building  
 Department of Human Resources, 3<sup>rd</sup> Floor  
 23115 Leonard Hall Drive, Leonardtown, MD 20650  
 Phone: 301-475-4200 Extension: \*1100 Fax: 301-475-4082  
 Jobs Line: 301-475-4200 Extension: \*1109

**Must press the \* key before the extension**

Email: [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) Website: [www.stmarysmd.com](http://www.stmarysmd.com)

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: [amber.hebert@stmarysmd.com](mailto:amber.hebert@stmarysmd.com) or (301) 475-4200, Extension: \*1110.

**APPLY NOW - <http://www.stmarysmd.com/hro/application/HRApplication.asp>**

**Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.**