Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Permit Technician

JOB CODE	JOB FAMILY	PROFILE
JCV323	**Planning, Development & Protection**	**Permit Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**July 8, 2026**

The Permit Technician provides administrative and technical service to the customer; reviews Zoning, Building, and Planning applications for completeness prior to assigning permit or case numbers; assigns addresses, issue business licenses, process trade permits and schedule inspections as needed. Collects fees and issue receipts. Operates KIVA database.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists general public with all questions and activities relevant to the intake of applications. Coordinates with staff and other County departments as necessary to ensure proper submittal of applications.
- Prepares and compiles reports related to department tracking and database systems. Adds or removes flags/holds as necessary.
- Reviews construction documents for completeness prior to assigning a building permit number; calculates and collects permit and impact fees.
- Provides information as requested with regards to department records, reports, codes, ordinances, procedures, and calendar of events.
- Coordinates the circulation of commercial plans between Zoning, Building, Electrical, and Mechanical/Plumbing sections.

- Respond to administrative and some technical questions from the public on applying for a permit and issuing a building permit.
- Issues permits following plan approval.
- Retrieves and researches material from manual and/or automated files.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Two (2) years of work experience in government, construction, architecture, administrative/clerical, customer service or planning experience to include mapping, databases or related computer applications or related field.

  *Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are primarily performed indoors, with occasional site visits that may require walking through areas with variable environmental and surface conditions.
- Essential job duties are performed indoors in climate-controlled environment.
- Primary work surface is even, dry, carpeted or tiled floor.
- Work may be done alone or with co-workers with general directions from the supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Worker uses a wide variety of work aids, including construction documents, books, binders and files, architectural scales, and calculator.
- County vehicle use may be required occasionally.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.