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Permit Technician Senior

JOB CODE	JOB FAMILY	PROFILE
JCV431	**Planning, Development & Protection**	**Permit Technician Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**August 28, 2026**

The Permit Technician Senior provides administrative and technical support to the public and internal customers. Coordinates front counter operations across Planning & Development Services and other permitting functions. Reviews zoning, building, planning, and health protection applications for completeness; processes business licenses and trade permits; schedules inspections; and maintains accurate records and filing systems for permit and license activities.

Job Description

DUTIES AND RESPONSIBILITIES

- Receives permit applications and reviews submitted documents for completeness and required land use approvals; enters permit data into the permitting software system.
- Verifies that all necessary approvals are in place before issuing permits; prepares billing statements and sends renewal notices for licenses.
- Provides customer service at the public counter and by phone; educates customers about permit requirements and general code compliance.
- Calculates permit and impact fees, generates invoices, process payments, and issues permits; confirms fee compliance with established guidelines.
- Ensures all cash and check payments are accurately recorded in deposit reports.
- Balances cash drawer daily and obtains required approvals.

- Enters data related to current and expired permits into the Accela database, including food and pool permits.
- Maintains and updates tracking spreadsheets, including food establishment inspection logs and pool records.
- Coordinates plan circulation among reviewers; communicates with contractors to provide permit status updates and refers them to appropriate departments for corrections.
- Logs inspection requests and prepares daily inspection field files for building inspectors.
- Maintains knowledge of relevant rules, policies, and procedures related to building, zoning, and environmental regulations.
- Maintains records of daily transactions and departmental activities in accordance with County codes and ordinances.
- Prepares monthly, quarterly, and annual reports on departmental activities.
- Responds to email and fax inquiries directed to the department.
- Maintains filing systems and records related to permits and licenses.
- Handles sensitive or confidential records, documents, and decisions with discretion.
- *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.
- Five (5) years of work experience in zoning and planning principles, geographic information systems, computer mapping, databases, customer service, or a related field.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- Bilingual English and Spanish.
- Current certification as a Certified Zoning Official or must obtain within 9 months of hire.

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.
- Employee must be able to perform the physical demands required of fieldwork.

WORKING CONDITIONS

- Duties are performed primary indoors; there may be an occasional site visit required.
- 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 vehicles are used on an as needed basis.

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.