

PERMIT TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director or their designee, the incumbent assists the public at the service counter, provides technical support related to the processing and issuance of building permits. The Permit Technician is distinguished from clerical staff in the department by being responsible for assignments that have greater complexity and require independent judgment. Supervision of others is not normally a responsibility of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Educates customers regarding necessary permits and general code compliance of proposed projects;
- Performs initial zoning review and issues denial and/or referral letters as applicable;
- Processes appeal decisions and suspension or revocation of approvals, decisions and/or permits;
- Responds to telephone inquiries regarding permits, permit processes, building codes and other related ordinances and local laws;
- Maintains records of Stop-Work Orders and Field Correction Notices for compliance;
- Maintains computer files and other manual logs on all building permits and related documents;
- Assists building inspectors in coordinating inspection and permit requests;
- Interviews and obtains information from customers in order to determine their needs;
- Processes and issues building, electrical, plumbing, mechanical, grading and other related permits;
- May balance daily permit receipts and prepare appropriate daily reports for submittal to departmental accounting section;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, techniques, methods and materials used by contractors to construct all types of public improvements;
- Good knowledge of construction specifications and plans, and of the regulations relating to public works construction by contract;
- Working knowledge of personal computers and office equipment;
- Ability to express ideas clearly in oral and written form;
- Ability to organize and maintain accurate records and files;
- Ability to establish and maintain effective working relationships with other engineering and surveying personnel, contractors and the general public;
- Good communications skills;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree (or higher) and one (1) year of experience in building construction, code enforcement/inspection or a related field; **OR**
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Building or Construction Management or a related field and three (3) years of experience in building construction, code enforcement/inspection or a related field; **OR**
- C. Graduation from high school or possession of an equivalency diploma **AND**:
 - 1. Five (5) years of experience in building construction, code enforcement/inspection or a related field; **OR**
 - 2. Five (5) years of clerical experience involving public contact with two (2) years being in the building or construction industry; **OR**
 - 3. Three (3) years of experience working with the public with at least one (1) year working for the Department of Buildings & Regulatory Compliance.

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POLICE CADET

DISTINGUISHING FEATURES OF THE CLASS: The Police Cadet apprenticeship program is specifically designed to introduce young individuals to the various aspects of the law enforcement profession and help prepare them for a future career as a Police Officer. In accordance with well-defined policies and procedures, an employee in this classification assists full-time personnel with a variety of assignments throughout the Police Department including, but not limited to, Front Desk, Communications, Investigations, Special Events (including Mounted and K9) Records, and Fleet Maintenance. These assignments will also include time shadowing officers in the form of “ride-alongs” or “walk-alongs.” Incumbents assume greater responsibilities and work with increasing independence as knowledge and experience are gained. Receives immediate supervision from sworn or civilian Police personnel. Cadets will also be expected to participate in monthly trainings covering a wide range of topics and types of activities. No supervision is exercised.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides technical assistance to the public at the front desk and over the telephone;
- Evaluates and processes disturbance calls, complaints, and requests for police services;
- Gathers information, records complaints, and prepares routine crime reports;
- Directs callers to other departmental personnel or other agencies as appropriate;
- Prepares and processes a variety of reports, forms, applications, and permits; types, compiles, and tabulates basic statistical and financial data;
- Tracks status of cases and warrants; maintains related files and records;
- Transports police vehicles for service;
- Assists sworn and civilian personnel with essential non-emergency tasks;
- Participates in monthly trainings to include classroom/lecture, physical fitness, fitness evaluations and hands-on activities;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good social and general intelligence;
- Ability to be courteous;
- Ability to understand and carry out complex oral and written directions;
- Ability to operate an automobile;
- Sound judgment;
- Physical strength and agility;
- Neatness of appearance;

- Excellent moral character;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Must be between the ages of 18 and 32 and Graduated from high school or possess a high school equivalency diploma.

SPECIAL REQUIREMENT:

- A valid NYS Driver's License is required at the time of appointment and for the duration of employment.
- Satisfactory results from a background investigation, and administrative screening.
- Required to work varying shifts which may include evenings, weekends, and holidays.
- Must apply for and take any and all available City of Albany Police Officer exams during employment as a Cadet.
- Applicants will be required to have a physician sign a medical clearance form which will allow for participation in a physical fitness test consisting of a 1.5 mile run, push-ups and sit-ups prior to employment, as well as participation in trainings that require physical exertion.

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