

**WORCESTER COUNTY  
JOB OPPORTUNITIES**

**DEPARTMENT:** ENVIRONMENTAL PROGRAMS  
**JOB TITLE:** LICENSE PERMIT CLERK I  
**COMPENSATION:** GRADE 11/STEP 1 –STEP 5 (DEPENDING ON EXPERIENCE)  
\$30,430 ANNUALLY/\$14.63 HOURLY- \$33,634 ANNUALLY/\$16.17 ANNUALLY  
**CLOSING DATE:** UNTIL FILLED

**JOB SUMMARY:** This individual is responsible for the administrative work involving the issuance of various licenses/permits in addition to performing responsible clerical functions. This individual will be under the direct leadership of the Deputy Director of Environmental Programs Department.

**GENERAL REQUIREMENTS:**

- Pre-employment background check.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Advises the public of applicable policies and procedures.
- Responsible for the intake, processing, and issuance of permits and licenses as required by local and State regulations.
- Responsible for the correspondences, logs, reports, and scheduling associated with permits and licenses.
- Prepares and submits accurate and thorough memos and reports, etc. and conducts the associated supporting analysis when necessary.
- Meeting and speaking with the general public on daily basis to provide necessary information and guidance relating to permitting processes and requirements.
- Adhere to the Worcester County Government Personnel Rules & Regulations.
- Perform other related duties as assigned.

**QUALIFICATIONS AND SKILLS:**

- High School Diploma with additional training in secretarial and/or clerical tasks.
- Computer literate with typing skills. Microsoft products (Excel, Word, Outlook, etc.)
- Knowledge regarding permitting and applicable processes.
- Ability to acquire skills and knowledge needed to process and issue applicable permits and applications.
- Familiarity with office practices and procedures including knowledge and experience with office equipment such as copiers, fax machines, scanners, computers, etc.
- Ability to express one's self accurately, clearly and effectively, both in writing and verbally.
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers.
- Ability to apply acquired knowledge to increasingly varied and complex tasks, perform duties independently and as part of a team, and complete assigned tasks by established deadlines.

**SAFETY ANALYSIS:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*  
Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional walking, climbing, pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.