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Permit Technician, 2017-16 Prequalifying Questions

Please complete the following prequalifying questionnaire providing the information requested about your experience and background to include listing employer(s), dates of employment, duration of employment, job title(s), and related job duties. **If you answer with 'See Resume', you will not be considered for this posting.**

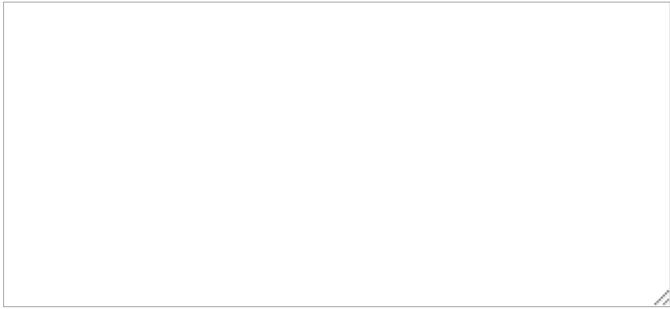
This questionnaire will be scored. **The information you provide in the answers below will be used to determine if you will proceed to the next phase of the selection process.** Information related to education and experience must be verifiable on your application to be given credit.

- * 1. The City will review applicable knowledge, skills, education and experience to determine qualifying equivalencies. What is the highest degree you have completed (Associates, Bachelors, etc.), and what field is your degree in? If this doesn't apply, please indicate "N/A".

- * 2. How many years of experience do you have performing general permit processing?

None less than 1 year 1-2 years 2-3 years 3 or more years

- * 3. The ideal candidate will have previous experience performing general permit processing, which includes providing customer service and administrative support in plan review and inspection processes. Please describe any experience you have with permit processing.



* 4. Do you have knowledge of basic land development and construction permit requirements?

Yes No

* 5. Do you have knowledge of building code requirements and other ordinances related to permitting?

Yes No

* 6. Do you have previous work experience performing cash handling and reconciliation?

Yes No

* 7. Preference may be given based on knowledge, experience and other qualifications. Please select all that apply to you:

- Currently ICC Permit Technician Certified
- Previous experience using permit processing software
- Previous experience using Accela software
- Knowledge of government offices and functions
- NONE of these apply to me

* 8. In order to be eligible to receive Veteran Preference Points, a completed form and supporting documentation must be submitted to Human Resources before the closing date and time of this posting. You must submit completed forms to HR via mail, email, fax or in person. Refer to the Job Posting for more information and required form.

I understand a form and supporting documentation must be submitted by the closing date to be eligible to receive points N/A

Please review your information for accuracy and completeness. You will not be allowed to return to this page after moving to the next page of the application.

clear

submit

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