

Title: Permit Technician	Effective Date: May 11, 2012	Grade: VII	Job Category: Admin. Support
Prior Title: Permit Technician	Prior Effective Date: August 24, 2007	Grade: VII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for issuing permits to transport legal permit loads and determining proper charges and limitations. This position also requires transmitting permits, assuring permits accurately define the situation, controlling the use of the permit and entering data into computer.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Prepare and issue permits with attached limitations and routings.
- Transmit permits over facsimile machine.
- Post and maintain records of mobile home transporters' liability insurance.
- Total and post the number of permits transmitted.
- Enter data into computer.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Basic working knowledge of computers including data extraction, telephone communication skills, and operation of fax machines. Ability to read highway maps and correlate specified permit routes and designated detours required due to construction or maintenance operations. Shift work is required.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

