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Swinomish Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476

P.O. Box 817 • 11404 Moorage Way
LaConner, Washington 98257

Swinomish Tribal Community JOB DESCRIPTION Job Title: Receptionist/Permit Technician

Job Summary:

The Receptionist/Permit Technician performs general office duties for the Office of Planning and Community Development. This includes the Planning Director and 10-20 staff members, and performs general permit intake and processing duties.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Assist Planning Director in all aspects of his role as director.
- Greet public in business-like and professional manner.
- Answer telephones and take messages.
- Collect timesheets, ensure they are complete and forward to accounting.
- Maintain timesheets for Housing Water Bill Hours.
- Enter all purchase orders by grant into database.
- Order office supplies and track Indirect Cost Supply Budget for the year.
- Maintain a Project Log to assist in project tracking and completion.
- Assist with travel arrangements for staff.
- Copying, binding, and faxing.
- Special projects as needed
- Pick up and distribute mail, handle outgoing mail, fed ex, etc.
- Perform primary intake of permit applications, including reviewing applications for completeness, collecting and processing fees, and routing permit applications for staff review as appropriate.
- Perform computer entry of permit data into computerized permit system, and ensure entries are complete and up-to-date.
- Prepare permit-related correspondence as needed or required.
- Assist tribal staff and the public with information on permitting codes, policies, procedures, and other relevant matters.

- May sign permit documents as delegated by the Building Official.
- Assist with/prepare regular permit activity reports as required.
- Download inspection line daily, prepare daily inspection log for Building Inspector.

OTHER DUTIES

Because of the Tribe's commitment to community service and the well being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

WORKING CONDITIONS:

The working conditions described herein are representative of those that must be met by an employee to successfully perform the essential duties of this class.

The employee is continuously required to hear. The employee is frequently required to sit, stand, walk and talk. The employee is occasionally required to drive a motor vehicle, reach with hands arms and use hands to finger, handle, or feel objects, tools or controls.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

The noise level in the work environment is usually quite.

Supervision: Planning Director

KNOWLEDGE AND SKILLS (Entry Requirements)

- Typing ability of 50 wpm minimum.
- Ability to transcribe recorded dictation.
- Good spelling ability.
- Experience working for tribal government.
- Knowledge of the building permit application process.
- Familiarity with the types of tribal codes and building codes applicable to building permitting.
- One year of experience working in a building permitting office.
- Skill in operating standard office equipment such as personal computer, calculator, fax machine, and photocopier.
- Experience with word processing and other computerized information systems and software.

MINIMUM REQUIREMENTS:

- High school diploma or GED.
- Washington State drivers license
- Permit Technician Certification desirable.

Approvals:

Department Director: _____ Date: _____

Personnel Committee Chair: _____ Date: _____

General Manager: _____ Date: _____

Human Resources Director: _____ Date: _____