

## Worcester County Job Opportunities

**DEPARTMENT:** DEPARTMENT OF DEVELOPMENT, REVIEW AND PERMITTING

**JOB TITLE:** LICENSE PERMIT CLERK (LPC)

**COMPENSATION:** LPC I GRADE 11/STEP 1 –STEP 5 (DEPENDING ON EXPERIENCE)  
\$35,443 ANNUALLY/\$17.04 HOURLY- \$39,166 ANNUALLY/\$18.83 HOURLY

LPC II GRADE 12/STEP 1-STEP 5 (DEPENDING ON EXPERIENCE)  
\$37,253 ANNUALLY/\$17.91 HOURLY- \$41,080 ANNUALLY/\$19.75 HOURLY

LPC III GRADE 13/STEP 1-STEP 5 (DEPENDING ON EXPERIENCE)  
\$39,104 ANNUALLY/\$18.80 HOURLY- \$43,160 ANNUALLY/\$20.75 HOURLY

**WORK LOCATION:** WORCESTER COUNTY GOVERNMENT CENTER, ONE W. MARKET ST. SNOW HILL, MD

**WORK SCHEDULE:** 8:00AM TO 4:30PM MONDAY TO FRIDAY, IN THE OFFICE

**APPLICATION PERIOD:** UNTIL FILLED

**MARYLAND STATE RETIREMENT:** THIS POSITION WILL AUTOMATICALLY PARTICIPATE IN THE MARYLAND STATE RETIREMENT SYSTEM. MEMBERSHIP IS MANDATORY FOR EMPLOYEES THAT WORK OVER 500 BUDGETED HOURS IN THE FISCAL YEAR. AS A MEMBER, 7% OF YOUR BUDGETED ANNUAL SALARY WILL BE CALCULATED, DIVIDED BY 26 AND DEDUCTED FROM YOUR BIWEEKLY PAYCHECK AND SENT TO YOUR ACCOUNT AT MARYLAND STATE RETIREMENT SYSTEM.

**JOB SUMMARY:** This individual is responsible for the administrative work involving the processing and issuance of various licenses/permits in addition to performing responsible clerical functions. This individual would report to the Zoning Administrator but would be under the direct leadership of the Director of Development, Review and Permitting.

### **GENERAL REQUIREMENTS:**

- Pre-employment background check.
- Safety sensitive requiring Drug and Alcohol testing.
- Essential personnel subject to emergency call-back with little or no notice to include evening and weekend work if needed.
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Advises the public of applicable policies and procedures.
- Responsible for the in the intake, processing, and issuance of permits, licenses and registrations 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 public on a daily basis to provide necessary information and guidance relating to permitting processes and requirements.
- Completes assigned tasks accurately and by established deadlines.
- Cross train and back up other staff as needed.
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism.
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely.

- Ensures confidentiality of information and records and complies with record retention schedule.
- Adheres to Worcester County Government Personnel Rules & Regulations.
- Performs other related duties as required by the Department Head.

**QUALIFICATIONS AND SKILLS:**

- High School Diploma with additional training in secretarial, administrative, and/or clerical tasks.
- Computer literate with typing skills. Microsoft software (Excel, Word, Outlook, etc.)
- Knowledge regarding permitting and applicable processes, and the 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 oneself 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.
- Ability to establish and maintain harmonious working relationships using tact and discretion in dealing with the public exercising sound judgment.
- Ability to work in a fast-paced environment with interruptions and in a timely manner.
- Self-starter that takes initiative and has a sense of urgency.
- Must have a team-oriented work ethic and ability to collaborate.

**LPC I**

- The education and skills listed above.

**LPC II**

- The education and skills listed above along with a minimum of 2 years of relevant work experience and/or successful completion of LPC I. An Associate's degree which includes relevant coursework can be substituted for experience.

**LPC III**

- The education and skills listed above along with a minimum of 4 years of relevant work experience and successful completion of LPC II. A Bachelor's degree which includes relevant coursework can be substituted for experience.

**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.