

## Role and Responsibilities

<b>Job Title:</b>	Permit Clerk	<b>Position Type:</b>	Full Time
<b>Department/Group:</b>	Permitting Department	<b>Payroll Line Item</b>	0012-0486-0002
<b>Location:</b>	1 State Highway 150 Room 3	<b>Travel Required:</b>	None
<b>Employee Name:</b>		<b>Date of Hire:</b>	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Assist customers with the permit application process</li> <li>• Answer and return calls</li> <li>• Process customer receipts in SAFE program</li> <li>• Process hard paper permits for files</li> <li>• Enter permit information on spread sheet</li> <li>• Name &amp; sort final permit scans to hyperlink file.</li> <li>• Scan final OSSF files into computer and enter into SAFE program</li> <li>• Prepare and turn in weekly deposits to Treasurer Department</li> <li>• Maintain email daily</li> <li>• Enter time into department payroll</li> <li>• Special projects as needed</li> </ul> <p><b>EXPECTATIONS</b></p> <ul style="list-style-type: none"> <li>• GREET AND ASSIST EVERY CUSTOMER WITH KINDNESS</li> <li>• ALL EMAILS MUST BE WORKED BY THE END OF THE WEEK</li> <li>• MAKE SURE THAT TIMESHEETS ARE SAVED BY THE END OF DAY THURSDAY</li> <li>• SHOW UP TO WORK AT YOUR SCHEDULED TIME. IF YOU WILL BE LATE OR NEED TO SCHEDULE OFF, YOU MUST GET SUPERVISOR APPROVAL</li> </ul> <p><b>PREFERRED SKILLS</b></p> <p>Detail oriented</p> <p><b>ADDITIONAL NOTES</b></p>			
<b>Reviewed By:</b>	Name	<b>Date:</b>	Date
<b>Approved By:</b>	Trisha Basham	<b>Date:</b>	03/23/2026
<b>Last Updated By:</b>	Trisha Basham	<b>Date/Time:</b>	

## San Jacinto County

<b>Job Title:</b>	Permit Administrator	<b>Position Type:</b>	Full Time
<b>Department/Group:</b>	Permitting Department	<b>Payroll Line Item</b>	0012-0486-2003
<b>Location:</b>	1 State Highway 150 Room 3	<b>Travel Required:</b>	In County Only
<b>Employee Name:</b>		<b>Date of Hire:</b>	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Assist customers with the permit application process</li> <li>• Enter permit information into SAFE program and print out numbered receipt</li> <li>• Put permit information into EXCEL spreadsheet</li> <li>• Retain all flood plain files and Elevation Certificates</li> <li>• Complete monthly report and email to each Commissioners office and SJCAD</li> <li>• Scan final OSSF files into computer and enter into SAFE program</li> <li>• Prepare and turn in weekly deposits to Treasurer Department</li> <li>• Maintain email daily</li> <li>• Enter time into department payroll</li> <li>• Special projects as needed</li> </ul> <p><b>TCEQ OSSF DESIGNATED REPRESENTATIVE</b></p> <ul style="list-style-type: none"> <li>• APPROVE ALL OSSF DRAWINGS FOR THE SEPTIC SYSTEM DESIGN</li> <li>• FILE INSPECTION ON ALL NEW OSSF SYSTEM INSTALLATION</li> <li>• DOCUMENT OSSF SYSTEM IN SAFE PROGRAM AND FILE HARD COPY</li> <li>• INVESTIGATE ALL COMPLAINTS AND SEND OUT VIOLATION LETTERS AND ISSUE FINES IF NEEDED</li> <li>• ISSUE AUTHORIZATION TO CONSTRUCT ON APPROVED OSSF SYSTEM</li> <li>• ISSUE LETTER OF COMPLETION ON APPROVED OSSF SYSTEM</li> <li>• SET APPOINTMENTS FOR INSPECTIONS FOR OSSF INSTALLERS AND PERSONS WITH COMPLAINTS</li> <li>• TAKE APPROPRIATE CLASSES TO MAINTAIN LICENSE</li> <li>• DRIVE TO DO ALL SEPTIC INSPECTIONS</li> <li>• DRIVE TO DO ALL PERMIT VERIFICATIONS</li> </ul> <p><b>EXPECTATIONS</b></p> <ul style="list-style-type: none"> <li>• GREET AND ASSIST EVERY CUSTOMER WITH KINDNESS</li> <li>• ALL EMAILS MUST BE WORKED BY THE END OF THE WEEK</li> <li>• MAKE SURE THAT TIMESHEETS ARE SAVED BY THE END OF DAY THURSDAY</li> <li>• SHOW UP TO WORK AT YOUR SCHEDULED TIME. IF YOU WILL BE LATE OR NEED TO SCHEDULE OFF, YOU MUST GET SUPERVISOR APPROVAL</li> </ul>			

<b>PREFERRED SKILLS</b>			
Detail oriented – <b>MUST</b> have current Designated Representative License			
<b>ADDITIONAL NOTES</b>			
Reviewed By:	Name	Date:	Date
Approved By:	Trisha Basham	Date:	03/23/2026
Last Updated By:	Trisha Basham	Date/Time:	