



**CITY OF CATHEDRAL CITY**  
invites applications for the position of:

## **PERMIT TECHNICIAN I**

### **DESCRIPTION:**

**DO YOU HAVE A PASSION FOR ASSISTING THE PUBLIC?  
WE ARE CURRENTLY HIRING A PERMIT TECHNICIAN I.  
JOIN THE CITY OF CATHEDRAL CITY TEAM!**



**\$23.72 - \$31.05/hour**  
2% salary increase effective January 1, 2022  
FLSA Status: Non-Exempt

Moving Cathedral City Forward  
With Commitment,  
Pride and Excellence

**This recruitment will remain open until sufficient qualified applications are received and may close without prior notice.**

The City of Cathedral City is an Equal Opportunity Employer. Our goal is to be a diverse workforce that is representative of the citizens we serve. We seek to recruit, develop and retain the most talented individuals from a diverse candidate pool.

**The ideal candidate**, under general supervision, performs routine to moderately complex technician, administrative, and public contact work in the acceptance, processing, review, and the issuance of building permits; provides technical direction to office support staff in assigned area; and performs related work as assigned.

#### **Training and Experience:**

*Any combination of training and experience that provides the above listed knowledge, skills and abilities may be qualifying. A typical way of qualifying would be:*

- Graduation from high school or equivalent
- Two years of responsible office support experience
- Some college or technical school coursework in planning, building, construction, engineering or a related field is desirable.
- Possession of, or the ability to obtain within 6 (six) months of hire, a Permit Technician Certificate from the International Code Council (ICC) or an accredited certifying organization
- Must possess a valid California Driver's License.

**TO VIEW THE QUALIFICATIONS AND FULL JOB DESCRIPTION, [CLICK HERE.](#)**

## What Cathedral City Has to Offer



### Health Insurance

Rich benefit package including a monthly Health benefit allowance of up to \$2,440.71 for Employee plus family.



### Educational Reimbursement

Educational reimbursement in an amount not to exceed \$4,000 in any one fiscal year with a lifetime total accumulation not to exceed \$8,000.



### CalPERS

CalPERS Retirement benefits. (See the Benefits tab for more details.)



### Paid Vacation

AFSCME employees earn 96 hours of Annual vacation leave per year. After 2 years of service, the leave accrual will increase.



### More perks!

Other benefits include longevity pay, bilingual pay, degree incentive, wellness reimbursement, deferred compensation, employee assistance program, and much more!

## CANDIDATE SELECTION PROCESS

**1. Application Review:** A completed City of Cathedral City employment application and resume is required. Incomplete applications may result in disqualification. Application review will begin immediately and will be screened on basis of relevant education, training and experience.

**2. Examination Phase:** Based upon the information presented on the application, a limited number of candidates who possess qualifications most pertinent to the position will be invited to participate in the selection process. The selection process may include but is not limited to the following components: application review and evaluation, written examination or exercise, practice exercise and interview evaluation.

**3. Establishment of Eligibility List:** Candidates who successfully complete the examination process will be placed on the eligibility list pending further review by the department head and other qualifying procedures.

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Notifications will be sent by email only (regardless of the notification preference selected during the on-line application process) to the email listed on your on-line application.

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All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully passing all components of the pre-employment process which may include, but is not limited to: comprehensive background check, criminal history check (livescan fingerprint check), and post-offer medical evaluation with a drug screen.

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**What's Next?** Apply today and share this posting with anyone else who may be interested!

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.joincathedralcity.org>

Position #21-0407  
PERMIT TECHNICIAN I  
LB

68700 Avenida Lalo Guerrero  
Cathedral City, CA 92234

[jobs@cathedralcity.gov](mailto:jobs@cathedralcity.gov)

## PERMIT TECHNICIAN I Supplemental Questionnaire

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, partial information, and reference to resume or application may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?  
 YES  
 NO
- \* 2. Do you have a high school diploma or equivalent? Please attach diploma. (College degree may be attached in lieu of high school diploma)  
 Yes     No
- \* 3. Do you have a valid California Class C driver license?  
 Yes     No
- \* 4. Do you have two years of responsible office support experience? If yes, please list dates and company name. If no, please list N/A.
- \* 5. Do you have some college or technical school coursework in planning, building, construction, engineering, or a related field? If yes, please attach.  
 Yes     No
- \* 6. Do you possess a Permit Technician Certificate from the International Code Council (ICC) or an accredited certifying organization? If yes, please attach. If no, you must obtain one within six (6 months) of hire.  
 Yes     No
- \* Required Question