

Title: District Permit Officer	Effective Date: May 11, 2012	Grade: XII	Job Category: Technician
Prior Title: District Permit Officer	Prior Effective Date: October 14, 2010	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for issuing access driveway and special permits as requested by the public.

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.

- Review and approve access driveway and special permit applications for issue, make recommendations on utility permit requests, and monitor all permit project activities through completion to assure satisfactory compliance with approved application.
- Maintain District microfilm files and other files pertinent to the recording of incumbent activities.
- Conduct public relation activities when requested.
- Administer permits for house moving.
- Administer permits for outdoor advertising and the removal of those purchased by the Department.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Valid driver's license. Ability to read and interpret engineering and architectural plans and specifications. Ability to determine right of way width from plans or microfilm. Ability to interpret and apply the Department's Regulations for Access Driveways to State Highways, Utility Accommodation Policy, Standard Specifications for Highway Construction, ADA Compliance on the State Highway System, Manual on Uniform Traffic Control Devices and Standard Roadway Drawings. Familiarity with the use of Microsoft Word, Excel, Access and Outlook desired. Practical knowledge of highway drainage systems.

("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.