



City of Perris, California

EMPLOYMENT OPPORTUNITY

Development Services Assistant I, II, III

\$21.85 - \$26.56 Per Hour (Level I, Step A - E)

Plus Excellent Benefits

Deadline to Apply: November 27, 2017



DEFINITION

Under general supervision (Development Services Assistant I) or direction (Development Services Assistant II and III), assist the public at the Building and Planning service counter; issue Building permits; process Planning applications; to perform a variety of tasks related to gathering, analyzing, and summarizing permit data; and to provide administrative and technical support.

SUPERVISION EXERCISED

Development Services Assistant I exercises no supervision.

MINIMUM QUALIFICATIONS

Experience: Three (3) years of administrative, public counter support experience, and work in the public sector. Plan review coordination and permit issuance experience is desirable.

Training: Equivalent to a high school diploma supplemented by college level course work and training in planning, building plan checking, drafting, and public administration.

License or Certificate: Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Become a part of a growing and exciting team. Perris provides an excellent career advancement opportunity. If you are looking for new challenges and an incredible career move, JOIN OUR TEAM today. Perris offers a great location, a challenging and rewarding work experience and outstanding benefits!

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Basic land use planning policies and procedures. Building, Zoning and Planning codes and regulations. Municipal code and General Plan. Permit processing and fee structures. English usage, spelling and punctuation. Basic mathematical principles, and operations. Principles and practices used in working with the public. Business letter writing and basic report preparation.

Skill to: Operate modern office equipment including computer equipment and software. Operate a motor vehicle safely.

Ability to: Learn Municipal Code and General Plan. Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures. Learn building, planning, and zoning codes and regulations. Learn citation and permit processing and fee structures. Conduct simple inspections and plan checks. Learn GIS principles and concepts.



Great location, incredible opportunity.

General Benefits Overview

The City offers an exceptional benefit package for full-time regular positions:

Holidays: The City observes twelve (12) holidays per year.

Vacation: Accrual of eight (8) hours of vacation per month of service for years one (1) through five (5) of employment (maximum of 240 hours accrual).

Paid Leave: Six (6) hours of sick leave per month of service (maximum of 280 hours accrual). Other leaves provided include bereavement (up to 5 days) and jury duty leave.

Retirement: Retirement benefits shall be provided at 2% @ 60 PERS retirement formula for existing PERS members or 2% @ 62 for new hires entering the CalPERS system for the first time (pursuant to the City's contract with PERS and as required by law). The employee is responsible for the full member contribution.

Health Benefits: Several medical plans are offered. The City currently pays one thousand seven hundred twenty-four dollars and forty-four cents (\$1,724.44) towards a medical plan premium for employee and dependents.

Dental/Vision: The City's dental plan pays up to sixty (\$60.00) dollars per month of the premium for either the Dental HMO or PPO. The City also provides vision-care reimbursement up to four hundred fifty (\$450.00) dollars.

Educational Incentive: Employees who hold a verified Bachelor's degree from an Accredited University, who's current position's classification specification does not require a Bachelor's degree as a minimum qualification, will be eligible to receive a five (5%) percent educational incentive pay to his/her base salary hourly rate. Employees who hold a verified Master's degree from an Accredited University, who's current position's classification specification does not require a Master's degree as a minimum qualification, will be eligible to receive a two (2%) percent educational incentive pay to his/her base salary hourly rate.

Bilingual Compensation: Bilingual compensation is available for oral and written translation for those employees whose duties include enforcement, public counter or reception responsibilities, as needed and on a case by case basis. Premium pay varies from (\$100.00 – \$125.00) per month.

Educational Reimbursement: The Educational reimbursement program consists of full reimbursement up to the limit of two thousand (\$2,000.00) dollars per fiscal year, per eligible employee. Specific courses, degree and certificate programs require pre-authorization by the City Manager's Office.

Restrictions may apply. All of the above benefits are subject to change by the current Memorandum of Understanding between the Municipal Employees Relations Representative of the City of Perris and Local 911 of the California Teamsters Public, Professional and Medical Employees Union.

APPLICATION PROCESS

For optimal consideration apply immediately. Applications must be postmarked or received in the City of Perris Division of Human Resources before 6:00 p.m. November 27, 2017. The City of Perris does not accept faxed applications. Applications require an original signature.

This position is assigned to the Development Services Department and there exists one vacancy to be filled by this recruitment.

Submit your application to:

Division of Human Resources

101 North "D" Street

Perris, CA 92570

(951) 943-6100

Download a City Application at:
www.cityofperris.org

EOE / ADA

SELECTION PROCESS

Possession of the minimum qualifications does not ensure that an applicant will be invited to the next phase of the examination process. The City reserves the right to invite only the most qualified applicants to participate in successive parts of the process. Accepted candidates may be required to pass a background investigation and a physical examination at the City's expense. In compliance with the Immigration Reform and Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required original documentation.

Deadline to Apply: November 27, 2017

Posted: November 2, 2017

