

Title: <b>Permit Technician</b>	Effective Date: June 17, 2023	Grade: VIII	Job Category: Admin. Support
Prior Title: Permit Technician	Prior Effective Date: September 3, 2013	Grade: VII	Page: 1 of 1

***CHARACTERISTICS OF WORK***

Under direct supervision, this position is responsible for issuing permits to transport over-dimensional and/or overweight loads and determining proper routes. This position also requires transmitting permits, assuring permits accurately define the situation, controlling the use of the permit and entering data into computer.

***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 Department of Transportation is an "at will" employer.

- Determine the most appropriate route for motor carriers traveling through the state with over-dimensional loads.
- Prepare permits with attached restrictions and routings.
- Issue permits with appropriate approvals depending on the type of load.
- Transmit permits over facsimile machine or via email.
- Enter data into computer utilizing automated Arkansas Permitting and Routing System (ARPARS).
- Prepare appropriate documentation when making changes to a permit.

***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school.

Knowledge, skills and abilities: Basic working knowledge of Microsoft Office products including Word and Outlook and operation of fax machines and scanning equipment. Ability to read highway maps and correlate specified permit routes and designated detours required due to construction or maintenance operations. Attention to detail. Ability to communicate effectively both orally and in writing. Ability to organize, prioritize and multi-task. Customer service skills.

Working conditions: Office environment.

*("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.**