



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
Phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Community Development Department

Position: Permit Technician
Salary Range: \$4,196/month to \$5,625/month; Starting Salary DOQ, DOE
Location: Community Development
Employment Type: Full-time (40 hours/week); FSLA nonexempt
 Courthouse Union, Benefits Apply
 Open Until Filled

Full Time Benefits Include: • County pays \$1,500 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply • Wellness program • Access to MetLife Pet Insurance • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority (see Union Contract) • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.wa.us) for detailed benefits information.

Brief Duties and Responsibilities:

Performs a wide variety of complex customer service tasks involving the processing and issuing of various construction permits and other types of permits administered by the Department. Reviews building and land use permit applications for completeness. Coordinates permit reviews with other local, County, City, State, and Federal agencies, handles customer inquiries and complaints, and provides permit related information to customers. Organizes and maintains related records and reports and tracks the status of permit applications submitted. Positions at this level frequently work outside the immediate proximity of a supervisor. Work is performed under county policies and administrative guidance of the Building Official and Community Development Director. Work is normally reviewed only on completion and for overall results.

Working Environment/Physical Abilities: Work is typically performed in an office environment. However, contact with other County offices will be required to obtain needed information. Required to sit and/or stand for extended periods of time. Require sufficient hearing and speech ability to communicate verbally. Require manual dexterity and visual acuity to operate a computer, telephone, peripherals and for posting notices in the field.

Minimum Qualifications: Education And Experience: High school diploma or equivalent. A minimum of two (2) years' experience in an office setting with high customer contact required. One (1) year experience working as a permit technician or a similar position in a local government setting is required.

OR: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skills, and ability to perform the essential duties and responsibilities listed above. Proficiency in Microsoft Office Suite to include Outlook, Word and Excel, and pdf programs including Adobe Professional and BlueBeam.

Licenses And Other Requirements: Valid driver 's license required. Notary Public must be obtained within 90 days of hire. Certification as a Permit Technician from the International Code Council (ICC) is required at the time of hire. Must be able to attend meetings and workshops outside of regular work hours.

For Application: Application, resume and cover letter required. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online.

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:
Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

Human Resources/Risk Manager
314 W Main Street, 2nd Floor
Walla Walla, WA 99362
Phone: (509) 524-2600
Fax: (509) 524-2603
Web site: www.co.walla-walla.wa.us

Walla Walla County Position Description

JOB TITLE: Permit Technician

DEPARTMENT: Community Development

REPORTS TO: Building Official and Community Development Director

PAY RANGE: 4, Full-time (40 hours/week); Benefits Apply, Courthouse Union

JOB SUMMARY: Performs a wide variety of complex customer service tasks involving the processing and issuing of various construction permits and other types of permits administered by the Department. Reviews building and land use permit applications for completeness. Coordinates permit reviews with other local, County, City, State, and Federal agencies, handles customer inquiries and complaints, and provides permit related information to customers. Organizes and maintains related records and reports and tracks the status of permit applications submitted.

Positions at this level frequently work outside the immediate proximity of a supervisor. Work is performed under county policies and administrative guidance of the Building Official and Community Development Director. Work is normally reviewed only on completion and for overall results.

SUPERVISORY RESPONSIBILITIES: Supervision is not a responsibility of this position.

ESSENTIAL FUNCTIONS:

- Provides assistance, information, and forms to customers; receives and reviews, and processes, applications for building and land use permits, and other permits administered by the department; collects and processes application information and applies applicable policies and procedures in determining completeness of applications.
- Along with Permit Coordinator and/or Planning Technician, responsible for intake and issuance of building, fire, and land use permit applications.
- Calculates and prepares permit fees, presents statements of charges and receipts to applicants, collects payment, and records and reports this information.
- Reviews and issues minor “over-the-counter” permits such as plumbing, mechanical, and roofing permits.
- Prepares and enters technical data into computerized permit tracking system such as building and construction data and activity, reported code violations, inspection requests, and permit applications and land use actions/requests.
- Works as liaison between permit applicants and plan reviewers to ensure information is transferred accurately and timely; explains procedures and requirements to applicants, coordinates review process with other staff and departments.

- Assists with inspection scheduling.
- Serves as back-up Administrative Assistant as needed.

EXAMPLE OF DUTIES:

- Assists the public, contractors, design professionals, and outside agencies at the counter.
- Provides general and technical information relative to permitting process and code requirements. Distributes customer oriented informational literature.
- Receives complaints and inquiries and forwards complaints to code compliance officer or other department staff.
- Tracks and answers questions related to status of building and land use permit applications; contacts applicant when permit is ready for issuance.
- Assists with public records requests.
- Assists with maintaining department webpages.
- Assists with scheduling and logistics for the Technical Review Committee, Planning Commission, and Hearing Examiner under direction of planning staff.

EQUIPMENT TO BE USED: Operate a variety of office equipment, including, but not limited to personal computers and tablets, printers, calculators, postage machines, scanners, multi-line phones, and other related office equipment. Must be able to operate a motor vehicle.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work is typically performed in an office environment. However, contact with other County offices will be required to obtain needed information. Required to sit and/or stand for extended periods of time. Require sufficient hearing and speech ability to communicate verbally. Require manual dexterity and visual acuity to operate a computer, telephone, peripherals and for posting notices in the field.

KNOWLEDGE AND ABILITIES:

- Basic knowledge of the principles, practices, and techniques of building construction and permitting processes, and general understanding of zoning and land use planning and building construction.
- Ability to be proficient with computers, particularly word processing and data management.
- Ability to establish and maintain effective working relationships with employees, County, State, and City departments, contractors, and the public.
- Ability to research and prepare a variety of written documents.
- Ability to make basic mathematical computations and tabulations accurately and with reasonable speed.
- Ability to work under stress filled environment, with frequent interruptions and conflicting tasks.
- Ability to become a Notary Public within 90 days of hire.
- Ability to become a certified Permit Technician is required within one (1) year of date of hire.
- Ability to communicate effectively orally and in writing using interpersonal skills in relations with coworkers, supervisors, the public, contractors, and other persons sufficient

to exchange or convey information and to receive work direction.

EDUCATION AND EXPERIENCE: High school diploma or equivalent. A minimum of two (2) years' experience in an office setting with high customer contact required. One (1) year experience working as a permit technician or a similar position in a local government setting is required. **OR:** In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skills, and ability to perform the essential duties and responsibilities listed above. Proficiency in Microsoft Office Suite to include Outlook, Word and Excel, and pdf programs including Adobe Professional and BlueBeam.

LICENSES AND OTHER REQUIREMENTS: Valid driver 's license required. Notary Public must be obtained within 90 days of hire. Certification as a Permit Technician from the International Code Council (ICC) is required at the time of hire. Must be able to attend meetings and workshops outside of regular work hours.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.