



# Employment Opportunity

## Kittitas County, Washington

**POSTED: 9/23/15**

**CLOSES: 10/7/15**

### PERMIT TECHNICIAN

The current vacancy in the Community Development Services Department is a full-time, non-exempt position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply.

**SALARY RANGE:** \$2,929 - \$3,854 per month

#### **ESSENTIAL FUNCTIONS:**

##### **70% Permit counter operations:**

- Answer multi-line phones and greet the public at the counter in a courteous and professional manner; determine which CDS employee is most knowledgeable to assist the customer's needs.
- Intake of all permit applications at the Permit Center including but not limited to building permits, land use applications, and fire marshal permits.
- Receive payments for permits
- Maintain a balanced register
- Verification of permit fees.
- Determine if plans require engineering.
- Process approved permits.
- Coordinate with other county departments to provide assistance to clients on a variety of topics including those associated with building, planning, public works, environmental health, and fire marshal.
- As necessary, review approved plans with builders and owners.
- Maintain department filing in a timely manner.
- Complete data entry tasks and create correspondence such as memos and letters; draft routine forms and letters; assemble reports.
- Proofread material making corrections for sentence structure, spelling, grammar and punctuation.
- Compile and distribute information relative to activities.
- Prepare application referrals for mailing.
- Process daily mailings of dated material, and run department errands as needed.

##### **5% Plan review:**

- Provide plan review on smaller structures for adopted code compliance.
- Compute loading and utilize engineering programs to determine structural requirements.
- Correspond with permit holders regarding corrections and necessary changes.
- Notify permit holders of plan review completion and file.

##### **5% Responsible for serving as primary back-up to the Administrative Assistant**

- Assist the Administrative Assistant with research projects and regulations as assignments dictate.
- Assist the public in locating, interpreting, and copying Planning proceedings and supporting documents.

- Complete daily deposit when needed.

#### **10% Responsible for serving as the Clerk of the Planning Commission**

- Perform secretarial duties of the Planning Commission.
- Oversee agenda process and documents for procedural compliance with internal policies and code requirements, take minutes at hearings.
- Assist public in locating and interpreting board proceedings.

#### **10% Responsible for serving as the Clerk of the Conference of Governments**

- Perform secretarial duties of the Conference of Governments.
- Oversee agenda process and documents for procedural compliance with internal policies and code requirements, take minutes at hearings.
- Assist public in locating and interpreting board proceedings.
- Prepare yearly budget and vouchers monthly.

#### **OTHER FUNCTIONS:**

- Seek continuing education and training opportunities when possible; submit requests and/or proposals to the Administrative Assistant for approval.
- Use of GIS, Compas, or map programs in order to determine Snow Loads for engineering requirement and pre-review of plans for other requirements of submittal.
- Other duties as assigned.

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.*

#### **MINIMUM QUALIFICATIONS:**

- High School diploma or GED.
- One-year experience in customer service AND one or more of the following areas: government, law office, plans examination, environmental health, building inspection.
- Equivalent education or experience may substitute for the specified education/experience requirements listed above.
- Proficient computer skills, including Microsoft Office programs, and ability to quickly learn other programs specific to the position/department.
- Ability to perform quality customer service and handle difficult situations with ease.
- Must have a valid Washington State driver's license.
- ICC certification for Permit Technician is required within one year of hire (employer provided).
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

#### **PREFERRED QUALIFICATIONS:**

- ICC certification for Permit Technician or ICC certification for Building Inspector.

#### **WORKING CONDITIONS:**

Work is generally performed in an office environment; sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push, and/or carry up to 25 pounds or potentially more with assistance; vision to read printed materials and a

computer screen, and hearing and speech to communicate in person or over the telephone; ability to stand, walk, stoop, kneel, crouch, ascend/descend stairs, and reach with arms and legs. Work includes regular interaction with employees and the public. Periodic duties may require performance in non-office settings, outdoors, or at a variety of County locations. Work outdoors may be required in a variety of weather conditions, to include temperature extremes and dusty/windy conditions. Must have the ability to traverse a variety of terrain. All PPE must be worn when required for employee safety.

Occasional travel may be required for training opportunities and /or meetings.

The work schedule is generally maintained during normal office hours, and will require attendance at night meetings. May also include early or weekend hours as needed. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

#### **APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required:

- 1) Kittitas County Employment Application and Supplemental Exam
- 2) Resume
- 3) Letter of Interest
- 4) Three (3) professional references

#### **SUPPLEMENTAL EXAM QUESTIONS:**

- 1) Describe your experience and training that uniquely qualifies you for the position of Permit Technician with the Kittitas County Community Development Services Department. Be sure to include any experience government settings, customer service and cash handling.
- 2) Describe two situations in which you were responsible for meeting deadlines or working under other kinds of pressure. Explain how you met this pressure without an undue amount of stress to yourself and others.
- 3) Describe your experience explaining procedures or providing assistance to the public or internal clients in person or on the telephone. Include the types of clients, the volume of work, at least one example of how you handled a problem and/or negative situation, and state why you think you are effective in your dealings with others.