



Employment Opportunity

Kittitas County, Washington

POSTED: 1/26/2021

CLOSES: 2/09/2021

PERMIT TECHNICIAN

The current vacancy in Community Development Services (CDS) is a full-time, benefited, non-union, non-exempt position expected to begin as soon as possible. The Permit Technician is responsible for performing initial review of submitted plans, and issues permits as determined by department policy and procedure. Anyone who meets the qualifications stated below may apply. This position will close on 2/09/2021.

SALARY RANGE: \$3,864- \$5,199 per month.

ESSENTIAL FUNCTIONS

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.
- Compile and distribute information relative to activities.
- Prepare application referrals for mailing.
- Process daily mailings of dated material, and run department errands as needed.

Plan review:

- Correspond with permit holders regarding corrections and necessary changes.
- Notify permit holders of plan review completion and file.
- Complete daily deposit when needed.

OTHER FUNCTIONS

- Seek continuing education and training opportunities when possible; submit requests and/or proposals to supervisor for approval.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
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- Use of GIS, Compass, or map programs in order to determine Snow Loads for engineering requirement and pre-review of plans for other requirements of submittal.

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 (1) year experience in customer service.
- One (1) or more years of experience in at least one (1) 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 (1) year of hire (employer provided).
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, 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 clearly 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. Employee must be able to safely operate a motor vehicle in all weather conditions and under all levels of light/dark.

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. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three (3) professional references and three (3) personal references
5. Supplemental Exam Answers