



# **BINGHAM COUNTY** **Is Recruiting for the Position of**

## ***PERMIT TECHNICIAN***

November 2, 2023

**Salary Range: \$37,460.80 to \$54,965.78 – DOQ/DOE**  
**Full Time, County Benefits Included**  
**Closing Date: Open Until Filled**

Pay Grade: N15

FLSA Designation: Non-Exempt

### **Purpose of Class/Primary Function**

The principal function of an employee in this class is to perform clerical and administrative duties in support of the Planning and Development Department. The position coordinates, schedules, and tracks building and zoning permitting procedures, provides administrative and technical support related to planning and building processing and other departmental functions, schedules inspections and monitors task completion by department personnel, manages permitting and informational databases, maintains various County records, provides specialized department/division information to customers, prepares a variety of correspondence, document and reports for staff, and assists where needed in the department. The work is performed under supervision of the Department Head, but some leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Answers phones, directing calls to the appropriate person;
- Greets persons entering the office; provides information, explains processes and procedures and assists with applications;
- Manages planning, building, and development applications; reviews applications for completeness and accuracy; maintains building files; assigns, monitors and tracks task completion by department personnel;
- Issues departmental permits, verifies required permit documents are complete and associated fees are paid;
- Schedules and coordinates permit related inspections and related appointments; complies, verifies, and relays inspection information to inspection personnel as

needed; assists in overseeing the department vehicles pertaining to maintenance, use, and availability;

- Coordinates permit related approval processes with other County departments and regulatory agencies; monitors application approval; disseminates permit information to the customer, and other departments and agencies as appropriate;
- Assists with building related tasks such as Stop Work notifications by preparing warning letters and tracking status of compliance;
- Organizes the conversion of paper files to digital files and performs updates as needed;
- Provides secretarial and support services to staff members, including by not limited to, taking messages, setting appointments, making travel arrangements, providing information, preparing and tracking mailings and legal notifications, and inputting data into central computer system; respond to official record requests and handles all record retention for the department.
- Prepares deposits;
- Maintains strict confidentiality;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Assists other staff with assignments and duties as necessary;
- Assists Public Works with addressing new residential/business areas;
- Assists code enforcement with complaints, inspections, correspondence and information records and research;
- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Modern office procedures;
- Policies, procedures and general processes related to planning, zoning and building functions;
- Operation of a personal computer and job-related software.

Ability to:

- Plan and organize work;
- Demonstrate a high level of organizational and records management skills;
- Maintain accurate and complete files and records;
- Establish and maintain effective working relationships with co-workers, other County employees, court personnel, attorneys, law enforcement and the public;
- Communicate effectively both orally and in writing;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines and set priorities;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required; and
- Two (2) years related work experience, preferably in the area of planning and zoning preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

#### **Special Qualifications**

- Certification as an International Code Council Permit Technician required, or must be obtained within one year of hire;
- Idaho Drivers License Required

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person and on a telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, to process accounts, enter data into computerized systems, and to prepare requested reports;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and other related office machines;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, and perform repetitive motions in fingering and hand/wrist/arm movements.
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds occasionally, physically restrain an individual, and stooping, bending, crouching and reaching.

### **Benefits**

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: [www.binghamid.gov](http://www.binghamid.gov), then click on Human Resources and that will take you to our web page and on the right side you will see “Employee Benefits”, if you click on this you will be directed to our Benefits page.

### **How to Apply**

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 110 or you may find the application on our website: [www.binghamid.gov](http://www.binghamid.gov). When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L. Pope: [lpope@binghamid.gov](mailto:lpope@binghamid.gov) by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Human Resources will notarize this page for you.

***If your application is not complete or doesn't have the required documentation, you will not be considered for this job posting.***