Job Opening Announcement
Chelan County Department of Community Development
May 22, 2015

JOB TITLE: Permit Technician

GRADE & STEP: P030 Steps 1 – 4 ($3,215.10 – $3,721.97 / Month)

JOB DESCRIPTION:
Under the direction of the Code Enforcement Manager, the Permit Technician assists the public with general and technical information related to building permits, code enforcement and land use requirements; and when necessary, directs technical questions to proper staff. Accepts permit applications, issues permits, and assists in maintaining department records. Review and processing of building permit applications, land use applications and code enforcement cases as directed. Administrative duties include reception, responding to requests for public records disclosure, limited clerical support, processing financial accounts and records, sorting mail, copying, supplies, and inventory.

QUALIFICATIONS:

Education and/or Experience:
Bachelor’s degree in Urban Planning, Architecture, Construction Management or closely related field and one (1) years’ professional experience in a comparable position with either city or county government agency preferred. Private sector experience in planning, construction industry, architecture, project management or development preferred, and may substitute for some, or all of city or county experience. Equivalent combination of education and experience to perform the essential functions of the job may be considered in lieu of Bachelor’s degree. Familiarity with building and development plans and a basic understanding of building and land use codes is desired. Computer literacy with experience in word processing, spreadsheets and database programs is strongly desired. Bi-lingual preferred.

Certificates, Licenses, Registrations:
• Possess a valid Washington State Driver’s License

APPLICATION PROCEDURE:
A complete application will consist of a letter of introduction, a written resume, and a Chelan County Employment Application. Position open until filled, first review of applications will occur on May 22, 2015. Appropriate forms and a complete job description may be obtained by contacting Sherry Meadows at 509.667.6518; by FAX at 509.667.6475; by e-mail at sherry.meadows@co.chelan.wa.us; on the County website at http://www.co.chelan.wa.us; or by writing Chelan County Department of Community Development, 316 Washington Street, Suite #301, Wenatchee, WA  98801. Chelan County is an equal opportunity employer.