

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of the Hiring of a New
Employee**

)
) **ORDER NO.** 23236
)

WHEREAS, it is the recommendation of Garrett Thomson, Building Official, that the following person shall be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Salary Range/Step</u>	<u>Rate</u>	<u>Status</u>
Graysan T. Brown	Building Permit Tech I	D-3	\$3941/mo	FT/Prob.

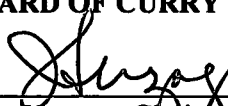
The job description is attached hereto and incorporated by reference.

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

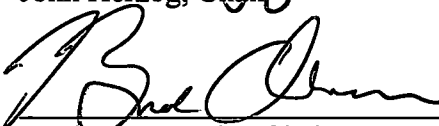
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of April 3, 2023.

DATED this 5th day of April, 2023.

BOARD OF CURRY COUNTY COMMISSIONERS

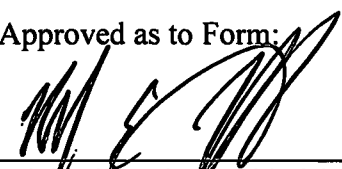


John Herzog, Chair

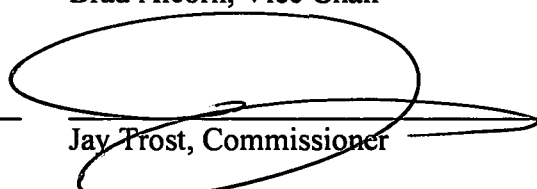


Brad Alcorn, Vice Chair

Approved as to Form:



Michael E. Fitzgerald, OSB #950738
County Legal Counsel



Jay Frost, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Building Permit Technician I

EXEMPT:	No	
SALARY LEVEL:	D	
SUPERVISOR:	Building Official	
PREPARED BY:	Building Official	xxxxx 2022

POSITION SUMMARY:

Supports the Curry County Building Safety Division and Planning Division, both within the Community Development Department, as their entry-level contact with the public. This position makes minor administrative decisions on behalf of the department, as well as performing highly responsible and advanced secretarial duties. Work is performed under general supervision and is reviewed primarily through results obtained. This position differs from a Permit Tech II in that this position precedes a Permit Tech II and functions as an Administrative Assistant and performs highly responsible and advanced secretarial and clerical duties. Work is assigned by the Office Manager; the supervisor is the Building Official, who serves as the Division Lead.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. General understanding of State and County Codes administered by the department necessary for routing inquiries to the correct staff.
2. Screens telephone calls and visitors by asking questions to determine needs or purpose of inquiry or visit, then providing appropriate assistance.
3. Accepts applications for permits required by state code and applications for planning projects. Explains permit and plan review processes, fees, and requirements to applicants. Provides information to professional and technical staff and the public.
4. Enters building permit data into the department's state e-permitting system; takes building inspection requests from the public and schedules inspections for the various building inspectors.
5. Collects money, answers questions, or refers to appropriate Community Development Department staff. Issues building permits.
6. Research historical information, files, and other records to respond to staff and customer inquiries. Responds to telephone and in person inquiries for information and problem solving.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

7. Assembles or compiles a variety of data from various records for incorporation into reports.
8. Operates computer to access/update various files; run monthly, quarterly, and annual fiscal and activity reports.
9. Makes and acts on decisions where procedures and policies are well established. Independently answers office inquiries from the public, contractors, other county staff, or agency staff regarding laws, regulations, policies, and procedures.
10. Helps maintain Building Safety and Planning Divisions permit records and compliance with the State Archive Schedule.
11. Performs moderately complex mathematical computations such as percentages and interest to complete assignments.
12. May prepare claims for accounts payable, collect and distribute time sheets in absence and as requested by the office manager. Performs general secretarial and clerical work such as typing, filing, scheduling appointments and routing mail.
13. Conducts studies for the department heads and other staff that involves collection of detailed data, interpretation of reported data and preparation of reports summarizing the data.
14. Compares data on forms with data in county records for completeness and accuracy when processing permit applications.
15. Independently responds to correspondence and handles complaints and adjustments of non-routine natures. Explains departmental policies and procedures to both the public and other employees.
16. Performs other related duties as required.

QUALIFICATION REQUIREMENTS:

Thorough knowledge of business English, spelling and punctuation. Considerable knowledge of general office practices; filing systems, telephone contact, public contact at a business window and organizational ability in handling paperwork. Must be familiar with personal computer software for word processing (Microsoft Word preferred) and spreadsheet development. Should be sufficiently familiar with database computer software to be able to use the department's permit tracking program after training. Knowledge of Oregon land use

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QUALIFICATION REQUIREMENTS: (cont.)

planning law, on-site sewage disposal regulations, and building code is desirable but not required.

Must be able to take notes at public meetings and to translate the notes and audio recordings of the meeting into an accurate written record of the proceedings as minutes for the official record of the county. Must have the ability to communicate effectively in oral and written form.

Ability to handle complaints, problems, and hostile persons courteously; prioritize assignments and organize own workload; deal effectively with frequent interruptions and several situations at one time; retrieve data from records; research problems; understand governmental regulations; use independent judgment in making decisions within prescribed policies and procedures; and maintain effective working relationships with other employees and the public.

Ability to make decisions independently in accordance with established policies and to use initiative and judgment in carrying out responsibilities with minimal instruction and guidance while able to recognize situations in which supervision and guidance are necessary.

Ability to independently investigate assigned problems, determining method of research as well as data and information required.

Must have the ability to communicate effectively in oral and written form; must have skill in typing and the use of modern office equipment.

Skill in the operation of a variety of general office equipment which may include, but is not limited to typewriter, calculator, copy machines, fax machines and computers.

EDUCATION AND EXPERIENCE:

High school graduation or equivalency, plus some additional course work in bookkeeping or accounting; three years clerical experience of a progressively responsible nature as well as accounting or bookkeeping experience; or any satisfactory equivalent combination of education of experience and training which demonstrates the ability to perform the above described duties.

CERTIFICATES, LICENSES, REGISTRATIONS:

The International Code Council for Permit Technicians does not require a certification for this position.

SUPERVISORY RESPONSIBILITIES:

There are no supervisory responsibilities.

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PHYSICAL DEMANDS:

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. The noise level in the work environment is usually moderate.