

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

**IN THE MATTER OF ADOPTING A
POSITION DESCRIPTION FOR A
NEW POSITION**

ORDER 23053

WHEREAS, it is the recommendation of Becky Crockett, Past Planning Director – Special Projects, that the attached position description be adopted for the following position:

Planning Permit Technician I
Position Title

D
Range

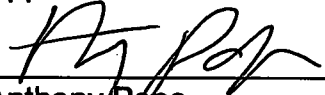
WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of March 16, 2022.

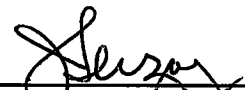
Dated this 16th day of March 2022.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:



Anthony Pope
Curry County Legal Counsel



John Herzog, Chair

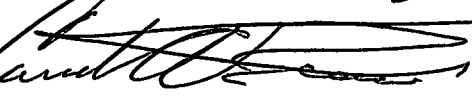


Christopher S Paasch, Vice Chair



Court Boice, Commissioner

3/16/22


3/16/22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Planning Permit Technician I

EXEMPT:	No	
SALARY LEVEL:	D	
SUPERVISOR:	Planning Director	
PREPARED BY:	Community Development Director	March 2022

POSITION SUMMARY:

Supports the Curry County Planning Division within the Community Development Department as the 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. Work is assigned and supervised by the Planning Director.

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. Accepts applications for permits required by state code and applications for planning projects.
2. Collects money, answers questions, or refers to appropriate Community Development Department staff.
3. Explains permit and plan review processes, fees, and requirements to applicants. Provides information to professional and technical staff and the public.
4. Researches 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.
5. Assembles or compiles a variety of data from various records for incorporation into reports.
6. Operates computer to access/update various files; run monthly, quarterly, and annual fiscal and activity reports.
7. 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.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

8. Helps maintain Planning Division permit records and compliance with the State Archive Schedule.
9. Performs moderately complex mathematical computations such as percentages and interest to complete assignments.
10. Performs other related duties as required.
11. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

QUALIFICATION REQUIREMENTS:

Ability and skill to:

1. Make decisions independently and to use initiative and judgment in dealing with other county departments.
2. Communicate effectively in a positive and helpful manner, in oral and written form, with other employees, the public, builders, architects, engineers and others.
3. Work with limited supervision in an independent setting, while able to recognize situations in which supervision and guidance are necessary.
4. Read, analyze, and interpret financial reports, and legal documents.
5. Apply concepts of basic algebra and geometry including area, circumference and volume.
6. Calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.
7. Define problems, collect data, establish facts, and draw valid conclusions.
8. Type and the use of modern office equipment, personal computers and working knowledge of Excel, Word and the State of Oregon permitting system.

EDUCATION AND EXPERIENCE:

High school graduation or equivalency; requires thorough knowledge of secretarial principles and practices, bookkeeping, accounting principles and record keeping methods; some knowledge of Oregon land use planning law and building code is desirable.

Ability to handle complaints, problems and hostile persons courteously; prioritize assignments and organize own workload; deal effectively with frequent interruptions and

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EDUCATION AND EXPERIENCE: (cont.)

several situations at one time; retrieve data from records; research problems; understand governmental regulations.

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.

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.

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.