

COOS COUNTY JOB ANNOUNCEMENT

PERMIT SPECIALIST Coos County Community Development

\$3,901 - \$4,563 per month

DEPARTMENT: COMMUNITY DEVELOPMENT (FORMERLY PLANNING)

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED**.

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N. Adams Street
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted: Courthouse CHW Building
Email all Coos County Employees

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 225 N. Adams, Coquille, OR 97423. (541) 396-7580

DESCRIPTION OF POSITION

Approved by BOC May 18, 2022

1.	Current Classification Title: Permit Specialist
2.	Working Title: Permit Specialist
3.	Department: Community Development
4.	Pay Grade & Range: 416 Position Is: Full Time ☒ Part Time ☐ Extra Help ☐ Seasonal ☐ Other _____ Excluded from Bargaining Unit? Yes ☐ No ☒ AFSCME _____ Eligible for Overtime? Yes ☒ No ☐
5.	What is the purpose of this position? Provides customer services for a variety of building and development permit applicants; explains procedures, and aids in tracking and preparing documents.
6.	Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. - Assists internal and external customers with a variety of building and development permit issues at the customer service counter, by phone and email with information on general construction documents and processes, current applicable State statutes/codes, County Codes, Ordinances and regulations, and Environmental rules; answers questions to these related fields; performs duties within scope of authority; duties may vary according to job assignment; - Responds to permit and inspection questions from customers; maintains account records and database, and processes payments and assists in preparing technical documents; - Schedule appointments with planners, building inspectors and other staff members as needed; - Researches county records and electronic records for building information to respond to customer inquiries; verifies when contractor licensing is necessary, confirms licensing status and verifies contractor has correct licensing type for the permit application submittal; prepares reports and correspondence regarding permit records; maintains records, inspections reports, certificates, and other program records. - Reviews construction documents, site plans, permit applications and supporting documents for accuracy and completeness to required regulations; numbers and types of plan drawings to comply with state and County codes, ordinances and regulations; distributes additional and revised plan review information to appropriate staff; determines required review process, correct permit type needed, and issues a variety of non-discretionary County permits under guidance from the Permit Technician and Planning and Building Staff. - Assists with issues building, mechanical, manufactured dwelling, demolition, driveway access, plumbing, electrical, environmental permits and inspection completion certificates based on information provided by the customer; calculates and collects permit fee estimates and charges; issues receipts and balances cash drawer receipts; monitors the permit and plan review status and provides current information to staff and the public; updates, maintains, and monitors the permit tracking system; enters information into permit records. - Assists with residential and commercial plans for permit issuance, verifying that all reviews have been completed and approved. - Performs other duties as business needs necessitate.
7.	Supervision. This position is not a supervisor position. This position reports to Management Staff and is considered an entry-level position within the Community Development Department.
8.	Working conditions of position.

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Typical office setting, usual hours 8-5, Mon-Friday. Position may require occasional physical exertion including bending, stooping, reaching, and lifting of stacks of files up to 25 pounds.

9. List required special skills, licenses, certificates, etc.

Knowledge of:

- County policies and procedures.
- Computer record keeping, file maintenance, and customer service standards and protocols.
- Cash handling, mathematical calculations and basic accounting procedures.
- Software for web browser, Accela, Microsoft Office (all programs).
- Some understanding of the function, processes, and procedures of issuing development permits.
- Preference will be given to candidates with knowledge of State of Oregon building codes and State of Oregon land development ordinances. Requires knowledge of modern office practices and procedures including filing; operation of a variety of office machines and other equipment including computers and peripheral equipment, architect and engineer scale, drafting tools, ten-key adding machine, copier, and fax.
- Knowledge of applicable codes, regulations and policies. Must be able to use basic arithmetic to calculate fees and compute square footage, lot size, distances, percentages of improvements and soil types; convert measurements and compare geographic data from multiple maps using different scales; Perform other computations required in area of assigned work.
- Basic principles and techniques of researching, compiling and analyzing technical data is needed. Requires ability to read, understand and apply information obtained from a variety of written materials and sources including maps, manuals, diagrams, deeds, plans, architectural drawings, codes, statutes, policies and procedures.
- Ability to provide excellent customer service, type and effectively communicate technical information.
- Must be able to use good judgment in the interpretation of ordinances and make appropriate process recommendations; follow oral and written instructions; carry out assigned tasks independently and in a group setting as knowledge and experience is gained; prioritize work to meet established deadlines; establish and maintain cooperative working relationships with those contacted in the course of work; and instruct others concerning policies and procedures.

Ability to:

- Demonstrate courteous behavior when interacting with visitors and County staff.
- Promote County goals and priorities, and comply with all policies and procedures.

Minimum Qualifications:

High school diploma or GED equivalent; AND three years of progressively responsible customer service experience; OR any equivalent combination of training, education, and experience that provides the required skills and knowledge to perform the job.

10. Is operation of motor vehicle required? Yes ☐ No ☒

11. List equipment, tools, machines used in performance of duties.
Standard and specialized computer software applications and tools related Oregon Planning and Building processes.