



COLUMBIA COUNTY, OREGON

JOB TITLE: PERMIT TECHNICIAN

DATE: MARCH 1, 2026

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Land Development Services	JOB CODE:	P0060
SUPERVISOR:	Land Development Services Director	SALARY RANGE:	23
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform administrative duties which includes accepting and processing permit applications, issuing permits, answering phone calls, greeting the public, providing requested information, scheduling appointments, issuing receipts, and maintaining records.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Assist the general public in completing applications for building, electrical, plumbing, mechanical, septic, and land use permits. Ensure necessary supporting documents are supplied so that decisions can be rendered by the appropriate division. Process permit applications and monitor the review process. Issue permits once reviewed and approved.

Enter permit and inspection information into database.

Perform cash handling duties in accordance with the county's Cash Handling Standards. Receive and record monies and receipts for department.

Schedule building, plumbing, septic, and electrical inspections upon request. Coordinate inspection schedules with inspection personnel.

Maintain files and records relating to department activities. Process a variety of forms, including permits, applications, rules, and claims.

Process state surcharge reports and claims for billing.

Answer telephones and assist customers at the counter. Direct inquiries to the appropriate department staff. Respond to inquiries from the general public, other departments, and agencies. Explain policies and procedures.

Prepare, post, and advertise notices of public meetings. Record, transcribe, and distribute meeting agendas and minutes for assigned advisory committees.

Prepare and deliver outgoing mail, claims, and receipts. Process incoming mail or other documents for the department.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.



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SUPERVISION RECEIVED: Work is performed under the general direction of the Land Development Services Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma. Two years' work experience in an office environment, with some experience in a land development related field. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Possession of a certification as a Permit Technician from the International Code Council (ICC) preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Should possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of office practices and procedures.

Skill in permit tracking software and Microsoft Office products. Organizational and filing skills a must.

Ability to:

- Organize, prioritize, produce an accurate work product, and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Develop knowledge of laws and procedures relating to land use, building, on-site sewage issues, and inspections.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.



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WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***