

WALLOWA COUNTY

JOB POSTING 23-1108

Date: November 8, 2023

Position: Building Codes Permit Technician Specialist

Status: Full-Time (37.50 hours per week)
Excellent benefit package

Rate of Pay: Rate of pay will be based on licensures and experience
\$19.86 - \$22.35 Building Codes Permit Tech Specialist

Shift: Monday ~ Thursday
7:00am – 5:00pm

Closing Date: November 21st, 2023, by Noon or Until Filled

Minimum Qualifications:

- High school diploma or GED
- 2 years minimum office experience with ability to use personal computers and standard suite of office.
- One (1) year experience in building permit processing or equivalent experience preferred.
- Requires organizational skills, excellent communication, and the ability to work independently, as a team member and under pressure.
- Strong customer service
- Punctual, Organized
- Must obtain ICC Permit Technician certification within 6 months of starting employment
- Able to meet crucial deadlines a must
- Current Oregon Drivers License with clean driving record
- Must meet the requirements of the job description(s)
- Must pass criminal history check and drug screening

Applications may be obtained from the Human Resource Department at Room 302 in the Court House.

Wallowa County is an EEOC with veterans' preference