



**Building and Planning Department**  
449 E Cedar St  
Othello, WA 99344

## **POSITION ANNOUNCEMENT**

### **PERMIT TECHNICIAN**

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**Adams County Building and Planning** is hiring a Permit Technician. This position is a highly visible, public oriented position that distributes public information and performs specialized technical and administrative functions in support of operations of the Department. The role of a Permit Technician is vital for ensuring that construction and development projects comply with regulations and proceed smoothly through the permitting processes. By managing permit applications, providing technical support, and fostering effective communication, persons will contribute to the safe and orderly growth of communities while supporting economic development initiatives.

**Responsibilities:** Persons in this position apply meticulous review and processing of building and planning permit applications, ensuring all necessary documentation is complete and accurate. Working closely with builders, architects, engineers, and other stakeholders, the Technician ensures that proposed projects align with local zoning laws, building codes, and environmental regulations. Effective communication is a cornerstone of this role, as the Technician serves as a primary point of contact for applicants, providing guidance and assistance throughout the permitting process. Moreover, maintaining accurate records of permit applications and approvals, as well as coordinating inspections with relevant parties, are key responsibilities.

**Minimum qualifications:** Accomplished High school diploma or GED equivalent. Prefer Permit Technician Certification issued by the International Code Council, and/or two years similar experience in building and planning. Successful candidates for this position possess a strong understanding of building codes, zoning regulations, and land use planning principles. Additionally, excellent communication skills, attention to detail, and the ability to manage multiple projects simultaneously are essential. By upholding ethical standards and delivering outstanding customer service, the Building and Planning Permit Technician contributes to the orderly growth and development of the community while ensuring compliance with regulatory requirements.

**Salary and Benefits:** This is a full-time, benefited position which is currently classified at Range F of the 2024 Adams County Employee Salary Schedule of \$24.05 - \$31.50. Initial step placement at time of hiring is dependent upon prior relevant experience and qualifications. Fully paid employee benefits include medical, dental, vision, and life. Adams County participates in the Washington State Retirement Fund.

**Application Packet:** Please visit our website at [www.co.adams.wa.us](http://www.co.adams.wa.us) for detailed job description and application. Resumes, cover letters and Applications will be accepted until the position is filled. Apply through Indeed, mail or deliver to Adams County Human Resources, 210 W. Broadway Ave, Suite 102, Ritzville, WA 99169.

**Adams County is an equal opportunity employer.**