



# LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

Room 114, Linn County Courthouse  
PO Box 100, Albany, Oregon 97321  
Phone 541-967-3816 Fax 541-926-2060  
[www.co.linn.or.us](http://www.co.linn.or.us)

## JOB ANNOUNCEMENT

7-22-2022

**CLASSIFICATION TITLE:** Permit Clerk  
**CLASSIFICATION NUMBER:** 330  
**CLASSIFICATION CATEGORY:** Service Employees International Union (SEIU)  
(Full-time position: 37.5 hrs./week)  
**DEPARTMENT:** Linn County Planning and Building

**ESSENTIAL FUNCTIONS OF THE JOB:** Responds to permit and inspection questions from customers; reviews construction documents, site plans, permit applications and supporting documents for accuracy and issues a variety of County permits. Assist the public in filling out forms, applications and making fee payments. Issues various permits and inspection completion certificates based on information provided by the customer. Monitors the permit and plan review status and provides current information to staff and the public. Receive the public in person and by telephone in a professional and friendly manner. Maintain regular and predictable work attendance.

**QUALIFICATIONS:** Permit technician certification; two years office or general work experience of a clerical nature; and graduation from a senior high school; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Possession of a valid motor vehicle operator's license and an acceptable driving record may be a condition of employment.

**SALARY, BENEFITS, COMPENSATION:** Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System, paid holiday, vacation and sick leave, options for medical, dental and vision care insurance, options for deferred compensation, an employee assistance program, longevity pay, alternate and flexible work schedules and more. Current salary range and total compensation (depending on qualifications):

**SALARY RANGE:** \$3,250.00 - \$4,156.00 Monthly

**CLOSING DATE:** 8-12-2022

**HOW TO APPLY:** Submit a completed Linn County Employment Application Form along with a resume and cover letter to: Steve Wills, Director. Planning and Building, PO Box 100, Albany, Oregon 97321; FAX: 541-926-2060. Application forms may be obtained, along with the Job Classification, at the Linn County webpage [www.co.linn.or.us/jobstemp.html](http://www.co.linn.or.us/jobstemp.html).

**LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**