

BINGHAM COUNTY
DEPARTMENT of HUMAN RESOURCES
501 North Maple #202, Blackfoot, ID 83221

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June 4, 2021

NOTICE OF OPENING - BINGHAM COUNTY, IDAHO

Position: Permit Technician (Planning & Zoning Department)
Salary: Starts at \$15.70/hour – Hiring Step DOQ/DOE
Full-time position with County benefits
Closing Date: Open until filled

The principal function of an employee in this class is to perform clerical and administrative duties in support of the Planning, Zoning and Building Department. The position provides receptionist duties; sets up computer and hardcopy files; delivers inner office and incoming mail; issues permits; assists public with applications; and assists staff in varied assignments. The work is performed under supervision of the Department Head, but some leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment.

Minimum Requirements

High school diploma or GED equivalency is required; and
Two (2) years related work experience, preferably in the area of planning and zoning preferred; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.
Certification as an International Code Council Permit Technician required, or must be obtained within six months of date of hire
Must be able to maintain a valid Idaho drivers license

Essential Duties and Responsibilities (will vary by assignment)

- Answers phones, directing calls to the appropriate person;
- Greets persons entering the office; provides information, explains processes and procedures and assists with applications;
- Accepts applications ensuring that all information is complete;
- Calculates and receives fees for building, zoning and mechanical permits;
- Processes, enters and tracks building permits;
- Schedules building/zoning inspections;
- Prepares and maintains files, records, log sheets and other documents;
- Balance statistical information; prepare a variety of reports;
- Processes claims; assists with budget and payroll;
- Order office supplies;
- Prepares deposits;
- Conducts research and gathers information for staff;
- Maintains strict confidentiality;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Assists other staff with assignments and duties as necessary;
- Assists Public Works with addressing new residential/business areas;
- Assists code enforcement with complaints and information records;
- Assists flood zone administrator with requests for information and letters;
- Performs other related duties as required.

Bingham County is an Equal Opportunity Employer

Benefits

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: www.co.bingham.id.us, then click on Human Resources and that will take you to our web page and on the right side you will see "Employee Benefits", if you click on this you will be directed to our Benefits page.

How to Apply

A Job Posting and the **application** can be found on our website: www.co.bingham.id.us. When you have completed the **application** and have attached all of the required documentation, please e mail it to: lpope@co.bingham.id.us.

The back page of the application is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public.

Items that must be attached to the Application

A Résumé

If your application is not complete or doesn't have the required documentation, you may not be considered for this job posting.

