



EMPLOYMENT OPPORTUNITY

Permit Technician

Hiring Range: \$3,204—\$3,525 Monthly + Benefits



The County of Yuba is currently recruiting for the position of Permit Technician within the Building Department as part of the Community Development & Services Agency. Under general supervision, provide responsible and technical front counter and office support, answering questions related to permit and building inspection activities; provide advice and assistance to applicants; receive and review building permit applications, issue permits and perform related work as assigned.

Ideal Candidate:

The ideal candidate will have strong computer and record keeping skills, excellent customer services skills, and have the ability to understand technical documents and explain regulations, policies and procedures in a fast-paced office environment. The incumbent will effectively use tact, patience and courtesy when communicating with the public of various socio-economic, ethnic and cultural backgrounds for permit intake and issuance. Experience computing costs, collecting payments and performing accounting related functions is preferred.

Required Qualifications:

Minimum: Graduation from high school; and two years of related experience in the building trade, construction industry or in a community development agency OR possession of an I.C.C. Building Certificate. Related college education may be used to substitute for all or some of the required experience. **Preferred:** In addition to the minimum, I.C.C. certification as a Permit Technician, additional I.C.C. Building Certifications and additional related experience in a public agency planning or building department.

Examples of Duties:

- Provide detailed information, instructions and requirements related to permit processing for building, plumbing, and electrical, mechanical and related building codes.
- Explain complex codes, ordinances, regulations and

requirements to owners, contractors and the general public.

- Assist the public in completing permit applications and issue permits as authorized.
- Receive and review permit applications and attachments for appropriate approvals, accuracy and completeness.
- Resolve or assist in resolving difficult or complex permitting issues; refer to professional level staff as needed.

About Community Development & Services Agency:

CDSA is an umbrella agency comprised of the following land-use departments: Building and Code Enforcement, Environmental Health, Planning and Public Works. CDSA strives to improve the overall quality of life for our residents and fiscal health of our businesses by coordinating the orderly growth and development of the County, and providing proper implementation of related State and local regulations to protect the health and safety of County residents and businesses.

About Yuba County:

Yuba County is situated in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol in Sacramento and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. Yuba County offers its residents the many advantages of a rural lifestyle away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, boating and skiing opportunities. Our County vision is to create a "golden" future for Yuba County by inspiring a community of participation, embracing our unique history, and discovering the wealth of our untapped potential.

The County of Yuba is an Equal Opportunity Employer (EOE) and participates in the E-Verify program.

Work With Us!

County of Yuba Human Resources
915 8th Street, Suite 113
Marysville, CA 95901
(530) 749-7860

**Final Filing Date:
Monday, May 30, 2022 at 5:00 PM**

For specific details, a complete benefit summary and to apply please visit:

calopps.org/yuba-county