

COUNTY OF GLENN



Permit Technician/ Senior Permit Technician Planning & Community Development Services

Deadline to Apply: Monday, March 16, 2026

COMPENSATION: Permit Tech \$25.28-\$30.72 Sr. Permit Tech \$27.93-\$33.96 Per Hour

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

Applications must include :

- Glenn County Employment Application
- Resume
- Transcripts and/or Certificates
- Cover Letter

Interview Date: Wednesday, March 25, 2026

This position performs a variety of paraprofessional technical and customer service functions supporting the Building Division. Incumbents may advance to the higher-level class after gaining knowledge, skills, certification, and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class. Responsibilities include interpreting policies and procedures relating to building and construction activities enforcing the building codes. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will possess a working knowledge of basic building codes, ordinances, regulations, laws, and rules governing building design and construction. To be eligible for the Senior Permit Technician, you will also possess a valid International Code Council (ICC) certificate as a certified building permit technician.

JOB DUTIES

- Working knowledge of basic construction drawing and blueprint reading.
- Working knowledge of office methods, procedures, and techniques; manual and automated filing systems; office equipment operation; business correspondence; record-keeping practices; correct English usage; standard operating policies, procedures and administrative structure.
- Applicable Federal, State, and local laws, regulations, codes, and ordinances related to building plan checking, including basic zoning, grading, and flood zone requirements.
- Working knowledge of principles and techniques of building inspection work.

Refer to the **job description** for a full list of duties.

About Glenn County: Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Building Permit Technician: One (1) year of administrative or clerical experience. Experience in customer service or a public agency setting is highly desirable.

Senior Permit Technician: In addition to above, two (2) years of experience equivalent to that of a Permit Technician.

EDUCATION:

Building Permit Technician: Equivalent to the completion of the twelfth (12th) grade. Technical or college level courses in building design, inspection, construction, environmental health or a related field is desired. Other combinations of education and experience may be considered.

Senior Permit Technician: In addition to above: Possession of a valid International Code Council (ICC) certificate as a Certified Building Permit Technician required.

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applications are available online at www.calopps.org/county-of-glenn or in person at the Glenn County Personnel Office at 525 W. Sycamore Street, Willows, CA 95988. You may contact the Personnel Department at (530) 934-6451 and request an application. Applications must be received by **5:00 PM on Monday, March 16, 2026.**

IMPORTANT APPLICATION INFORMATION

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which will include a written practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits) and may be used to establish a list to fill future vacancies for the next twelve (12) months.

COUNTY OF GLENN JOB OPPORTUNITIES



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.