

**Ferry County Planning / Building Dept.
Job Opportunity**

Contact: Ferry County Human Resource Office
350 East Delaware Ave. #15
Republic, WA 99166
(509) 775-5225 Ext. 1107
riskmgmt@co.ferry.wa.us

Deadline: Accepting applications until October 27, 2017

Ferry County Job Description

Job Title: Planning Assistant

Supervision:
Supervisor: Planning Director/Building Director

Scope Of Responsibility:
Assists the Planning and Building Departments in all aspects. Performs general office functions.

Typical Duties:
Answer phones, assist the public with permit information and applications. Maintain computer data bases, distribute mail, office filing, typing, document reproduction, maintain files and bookkeeping. Prepare Planning Commission and other committee minutes, notices, and email/mail outs. Attend night meetings 1 or 2 times a month or as needed. Performs special project work and assists other staff as needed.

Qualifications:
Education:
Any demonstrated education which provides the applicant with the necessary attributes for this position will be considered.
Licenses:
Valid Washington State motor vehicle operator's license and be able to drive a manual transmission. Must be able to drive any road in any condition.
Knowledge:
General typing, computer experience, good written and verbal communications skills, bookkeeping skills, and have the ability to work well with the public. GIS and ARC map experience preferred.

Essential Requirements:
Position involves frequent contact with the general public. Ability to maintain a high standard for accuracy, completeness, and efficiency. Independent and self-motivated, able to remain calm in stressful situations and stay organized in a rapidly changing environment.

Non-Exempt Position:
This position is eligible to participate in the non-exempt employee compensation.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.