



GEM COUNTY DEVELOPMENT SERVICES

Date: 9/2026

JOB TITLE: Planning and Building Assistant
REPORTS TO: Planning Director, Jennifer Kharri
DEPARTMENT: Development Services
SALARY: \$16.16/hour (\$33,612/annual)
HOURS: 40 per week
CLOSING DATE: Open until filled
BENEFITS: Medical/Dental/Vision/Life Insurance paid for employee, PERSI Retirement, Sick Leave, Vacation after 1 year, Holiday Pay, and Funeral Leave

SUMMARY

To provide high quality planning, zoning and administrative services to Gem County in a fair, consistent and thorough manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greets customers on the phone and in person;
- Performs clerical duties including filing, scanning and typing;
- Assists with building, zoning or administrative application intake process;
- Assists Building Official with filing, data entry, completeness review, and issuance of building permits;
- Data entry for all development applications and public hearing follow-up;
- Establishes and maintains effective working relationships with applicants, the public, co-workers and other local government departments;
- Uses associated computer databases to research property ownership and land use information;
- Serves as the primary department contact for accounts receivable and accounts payable;
- Types correspondence, forms etc;
- Prepares daily receipt logs for the Clerk's Office;
- Handling of the daily mailings, including the postage and delivery to the Post Office;
- Attends monthly meetings held in the evening if needed;
- Prepares packets for Planning and Zoning Commission and Board of County Commissioners public hearings and meetings and other mailings;
- Performs other duties as assigned or needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Microsoft Office Suite applications, including Word, Excel, and Outlook;
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Work independently with minimal supervision and oversight with a strong initiative for multi-tasking;
- Demonstrate positive behavior through optimism, decisiveness and team decision making;
- Maintain a positive attitude of cooperation in performance of work assignments, including adaptability, flexibility, proactive engagement with co-workers and clients, problem solving, decision making, resiliency, organization and time management;
- Provide outstanding customer service by communicating respect, being open-minded, having a spirit of collaboration, and calmly resolving conflict with individuals that may be upset or angry;
- Develop and uses empathetic listening skills;
- Collaborate with co-workers and other staff to accomplish assigned tasks as a team;
- Demonstrate good judgment and initiative to interpret and apply County policies and procedures;
- Demonstrate integrity in the performance of assigned tasks.

ACCEPTABLE EXPERIENCE AND TRAINING

- High School diploma plus equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the job;
- Must have strong customer service skills, and be able to manage multiple tasks and projects;
- Must have good writing and research skills and have a strong attention to detail;
- Ability to use office machines;
- Minimum 50 wpm typing (preferred).

Licensing:

- Possession of a valid Idaho driver's license (required).

TYPICAL PHYSICAL REQUIREMENTS

- Office position;
- Frequently requires sitting at a desk for long periods of time;
- Constantly requires repetitive movement of the wrists, hands, and/or fingers;
- Constantly requires clarity of speech and hearing, which permits the employee to communicate effectively;
- Constantly requires clear vision to read printed materials and computer screen to accomplish work;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish the tasks noted above.

DISCLAIMER:

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.