

For Assistant Planner description, please scroll to page 2.

Permit Technician – Latah County

Latah County is seeking a qualified candidate for a full-time **Permit Technician** in the Planning, Building & GIS Department. The starting wage is **\$22.42 to \$24.31 per hour**, depending on experience and education, and includes a comprehensive benefits package.

Position Summary

The Permit Technician performs a wide range of technical and administrative duties supporting building permit and land use processes. This position serves as a primary point of contact for the public in a high volume and fast-paced environment. This position assists the Planning, Building and GIS Departments; assists applicants; answers questions; helps coordinate permits from application through issuance and inspection; conducts research; prepares written and oral reports for various land use proposals, appeals, and meetings; clerks meetings and hearings; and helps administer the departments' database, including generating reports; and assists with office support operations. The position may also assist with County-initiated projects and long-range planning. Must attend evening meetings and hearings and conduct fieldwork on uneven or unimproved terrain.

Minimum Qualifications

Associate degree or equivalent, two (2) years of experience working in an office (or one year with a Bachelor's degree), at least one (1) year of GIS experience or equivalent education, advanced proficiency in Microsoft Office, proficiency with database systems, strong communication, customer service, and organizational skills, ability to read maps, legal descriptions, and technical documents, valid driver's license (must be maintained).

Application Information

Application is available at: <https://latahcountyid.gov/employment/> or at the Planning Department, 200 S. Almon St., Suite 102, Moscow (208-883-7220). Submit a completed application, resume, references, and cover letter electronically to mfuson@latahcountyid.gov. Paper applications can be submitted at the office above. **First review is May 20, 2026 (open until filled)**. A full job description is available upon request at mfuson@latahcountyid.gov. EOE/ADA – if you are in need of an accommodation please let us know prior to any interview. Preference will be given to qualified veterans. Applicants requesting preference must provide required documentation (DD-214) with their application.

Assistant Planner – Latah County

Latah County is seeking a motivated and qualified candidate for a full-time **Assistant Planner** position within the Planning, Building & GIS Department. This position offers a starting wage of **\$25.68 to \$27.84 per hour**, depending on experience and education, and includes a comprehensive benefits package.

Position Summary

The Assistant Planner processes and reviews land use applications, conducts code and compliance and enforcement activities. This position serves as a primary point of contact for the public in a high volume and fast-paced environment. This position assists the Planning, Building and GIS Departments; prepares and occasionally presents written and oral reports for various land use proposals, appeals, and meetings; clerks meetings and hearings; and helps administer the departments' database, including generating reports. The position may also administer assigned planning and zoning programs and assist with County-initiated projects and long-range planning. The position requires regular interaction with the public, partner agencies, and community groups. Must attend evening meetings and hearings and conduct fieldwork on uneven or unimproved terrain.

Minimum Qualifications

Bachelor's degree in planning, geography, rural sociology, land use policy, or other field, at least one (1) year of experience using GIS, knowledge of land use planning principles, regulations, and enforcement practices, ability to interpret legal descriptions and prepare maps, strong research, writing, and analytical skills, excellent customer service and communication skills, proficiency with computers and technology especially database management and document preparation, valid driver's license (must be maintained).

How to Apply

Application is available at: <https://latahcountyid.gov/employment/> or at the Planning Department, 200 S. Almon St., Suite 102, Moscow (208-883-7220). Submit a completed application, resume, references, and cover letter electronically to mfuson@latahcountyid.gov. Paper applications can be submitted at the office above. **First review is May 20, 2026 (open until filled)**. A full job description is available upon request at mfuson@latahcountyid.gov. EOE/ADA – if you are in need of an accommodation please let us know prior to any interview. Preference will be given to qualified veterans. Applicants requesting preference must provide required documentation (DD-214) with their application.