



## LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

Room 114, Linn County Courthouse  
PO Box 100, Albany, Oregon 97321  
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[www.linncountyor.gov](http://www.linncountyor.gov)

### JOB ANNOUNCEMENT

April 18, 2025

**CLASSIFICATION TITLE: Planning Clerk**

**CLASSIFICATION NUMBER: 328**

**CLASSIFICATION CATEGORY: SEIU Represented – Full Time (37.5 hours/week)**

**DEPARTMENT: Planning and Building**

#### ESSENTIAL FUNCTIONS OF THE JOB:

- Serve the public at the counter and over the phone. Respond to general inquiries related to planning. Determine specific needs and arrange for appropriate staff member to assist. Establish and maintain effective working relationships with governmental agencies, officials, county employees, businesses and the general public.
- Distribute application forms to prospective applicants for matters related to planning.
- Assist county personnel and the public in obtaining specific information and records.
- Develop background information for inclusion in planning inventories and comprehensive plan. Prepare graphics for inclusion in inventories, plans and reports.
- Prepare administrative staff evaluations and make decisions regarding department determinations for assigned land use planning cases.
- Respond to inquiries regarding planning activities either in person, over the telephone or through correspondence.
- Develop and maintain effective, harmonious and reasonable work relationships with others.
- Maintain regular and predictable work attendance.

**QUALIFICATIONS:** Graduation from a senior high school plus three years of progressively responsible clerical or secretarial experience which includes experience in working with the general public.

**SALARY, BENEFITS, COMPENSATION:** Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System, paid holiday, vacation and sick leave, options for medical, dental and vision care insurance, options for deferred compensation, an employee assistance program, longevity pay, alternate and flexible work schedules and more. Current salary range and total compensation (depending on qualifications):

**SALARY RANGE:** \$3492-\$4465

**CLOSING DATE:** Open until filled; first round of interviews to begin May 7, 2025

**HOW TO APPLY:** Submit a completed Linn County Employment Application Form along with a resume and cover letter to: Steve Wills, Planning and Building Department Director, Planning and Building, PO Box 100, Albany, Oregon 97321; or by email: [planoffice@co.linn.or.us](mailto:planoffice@co.linn.or.us); FAX: 541-967-2060. Application forms may be obtained, along with the Job Classification, at the Linn County webpage <https://www.linncountyor.gov/jobs>.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER