



## COUNTY OF SUSSEX - JOB ANNOUNCEMENT

### Permit Technician

Application deadline: 4:00p.m., Monday, May 2, 2016

**The County of Sussex** is seeking candidates for the position of Permit Technician reporting to the Director of Community Development. This position provides critical support to the Community Development Office by performing difficult, skilled clerical work and providing a variety of administrative and office management support functions. Successful candidate shall be responsible for receiving and processing zoning, building, trades and land disturbance permits, maintaining records and files, issuing certificates of occupancy and serving as back up to the Assistant to the Director of Community Development. Attendance at monthly Planning Commission, Board of Zoning Appeals and Board of Supervisors meetings, as needed, and the ability to make oral presentations.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Capability of attending evening meetings.
- Thorough knowledge of technology; standard office practices, procedures and equipment, Microsoft Word and Outlook; typing, Business English, spelling and arithmetic; and the functions and organization of local government; good writing skills a must;
- Demonstrates ability to work under deadlines; multi-task; maintains detailed records; performs and organizes work independently; manages time; communicates ideas effectively, both orally and in writing; establishes and maintains effective working relationships with the Board, County staff and the general public; to deal with the public courteously and tactfully in all circumstances; and to use discretion.
- Ability to be flexible.
- Attention to detail.

### **EDUCATION AND EXPERIENCE**

- The candidate should possess or have the ability to possess within twelve (12) months the Permit Certification from the International Code Council and the Commonwealth of Virginia.
- Any combination of education and experience equivalent to graduation from high school and general clerical work involving contact with the public.

SALARY \$30,000 - \$34,000 DOQ. Submit cover letter, resume and Commonwealth of Virginia application to Andre M. Greene, Director of Community Development, Post Office Box 1397, 20135 Princeton Road, Sussex VA 23884. **Please mark your envelope "Confidential – Permit Technician Position."** NO PHONE CALLS PLEASE. Post mark dates are not acceptable. EEO/ADA

(County of Sussex Personnel Policies, Policy #4, Section 4.1, Recruitment, General Provisions)