

**Community Development Technician
Powhatan County
Department of Community Development
Grade 12
Hiring Salary \$29,025**

Are you looking for an opportunity to join a supportive team of local government professionals in a community with an excellent quality of life? Powhatan County is the Richmond region's best kept secret for work-life balance while being a short drive from the capital city's amenities.

Powhatan County is currently recruiting for the position of Community Development Technician for the Department of Community Development. This position is full time, non-exempt, 40 hours per week, and benefit eligible.

Duties include performing administrative functions and serving as the primary customer service agent. Other duties include assisting builders and Powhatan residents and contractors with the permit application process; scheduling inspections, receiving, preparing and releasing permits; preparing reports, invoices and other records; receiving inspection reports; archiving permits; and other tasks as needed. Additional duties include data entry, filing, photocopying, and special projects as directed by staff members.

The preferred candidate will be capable of producing accurate work on a daily basis, will be proficient in Word and Excel and will have exceptional customer service and interpersonal skills. Requires three years of responsible administrative experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Please use the County's website to submit a completed application and detailed resume. A PDF version is also available for download. You may obtain a paper copy at 3834 Old Buckingham Road, Powhatan, VA 23139.

Position open until filled.

Equal Opportunity and Drug Free Workplace

Powhatan County is an Equal Opportunity Employer (EOE) and encourages women, veterans and minorities to apply. Powhatan County is a Drug Free Workplace.