

BUILDING PERMITS TECHNICIAN

Part-time position for the Town of Warrenton Community Development Department. Performs skilled clerical work; mainly responsible for managing the building permit and development application process under the direction of the department head. Must have thorough knowledge of standard office practices, procedures and equipment. Requires effective public relations skills for frequent contact with the public. Prior experience in dealing with building, zoning and development applications is preferred. Any combination of education and experience equivalent to graduation from high school and considerable experience performing progressively responsible clerical and stenographic work. Salary is \$13.83/hour; up to 29 hours per week.

Applications (available at www.warrentonva.gov) should be submitted to:
Human Resources Director, P. O. Box 341, Warrenton, Virginia 20188
(18 Court Street, Warrenton, VA 20186). Open until filled. EOE