



Pittsylvania County is seeking to hire a full-time Administrative Assistant to join our team. This position is suitable for a candidate with a successful track record of being a self-starter, attention to detail, technical skills with proficiency in Microsoft Office applications, excellent communication skills (both verbal and written), ability to meet deadlines, multi-task in a fast paced environment.

Summary: Performs a variety of clerical duties for the Office of Building Inspections. The employee is responsible for receiving and responding to a variety of inquiries by telephone and in person and maintaining a variety of records and files. This is full performance level permit work as the employee determines the type of permits required, prepares, issues and processes permits and calculates permit fees. Because considerable public contact is involved, the employee demonstrates tact, good judgment, and patience. Ability to work problems involving departures from established rules and regulations subject to review by superiors for final decisions. Ability to work independently on most aspects of work and with assistance on matters of policy. Work efficiently and courteously with local and government officials. High level of professionalism and confidentiality at all times.

Education: Possession of a high school diploma or GED with 2-3 years of experience in clerical and record keeping, construction administration, or any equivalent combination of education and experience that would confer equivalent knowledge and ability shall be deemed to satisfy this requirement. Permit Technician Certification from the Virginia Department of Housing and Community Development (VDHCD) is preferred.

Salary: Starting salary \$29,197/additional consideration DOQ.

To Apply: Go online to: <http://www.pittsylvaniacountyva.gov> (Job Openings) or Download Application and mail to:

Pittsylvania County
Attn: Human Resources
PO Box 426
Chatham, VA 24531

DEADLINE: Open until filled. First review of applications, December 8, 2017.

Employment is subject to drug screening and background check.