

MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
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755 ROANOKE ST, SUITE 2D
CHRISTIANSBURG, VA 24073
PHONE: 540.394-2007

PART TIME ADMINISTRATIVE ASSISTANT –BUILDING INSPECTIONS

Montgomery County, Virginia

Part-Time position available funded through June 30, 2019, with possibility of longer term. Under the supervision of the Building Official, the Part-Time Administrative Assistant will assist the public with permits and technical support related to the processing and issuance of building permits, perform related administrative and technical support functions to assist inspections staff, and perform other assigned office duties. Position requires prior experience in building/construction trades and familiarity with USBC or similar ICC/VBCOA building codes. Schedule Monday – Friday, 8 AM – 1:30 PM, up to **28 hours/week** through June 30, 2019.

Essential duties include but are not limited to assist customers with permit applications and explain permit requirements/general code compliance, and status updates on project permits. Enters and tracks data into database, prepares field files for daily inspection for Building Inspection staff, and verifies that all projects have necessary approvals including professional and contractor licensing. Additional customary essential duties include answering phones, greeting visitors, and providing efficient and professional customer service, maintaining records in accordance with regulatory guidelines, preparing reports, and calculating permit fees using standard mathematics and prescribed formulas.

Pay **\$16.44/hour**. Application deadline **Monday, January 7, 2019**; interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr>. For more information, please call the County's Job Line at 540.394.2010. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007. Montgomery County, VA is an Equal Opportunity Employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.