Permit Technician

$30,685 / year +

James City County Building Safety and Permits Division seeks an individual to perform responsible work processing, issuing, and tracking applications, registrations, requests, and payments.

Responsibilities:

- Provide first point of customer service at the front counter and on the telephone; respond to emails and letters; and, provide administrative support to Building Safety and Permits Division staff members.
- Process permit applications, contractor registration, inspection requests, and payments; issue permits and certificates of occupancy; track permits and inspections; and, oversee and track daily collection of fees and pre-paid contractor accounts.
- Maintain office workflow by studying methods, implementing efficiencies and developing reporting procedures; maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and maintaining professional networks.
- Manage utility meter release approvals and utility red-tag notifications.

Requirements:

- Any combination of education and experience equivalent to a high school diploma; business school diploma or certificate and experience as permit technician preferred.
- Must possess or be able to obtain within 18 months of hire, certification as a permit technician from the Commonwealth of Virginia in accordance with the Virginia Certification Standards.
- Must possess or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of at least one of the following areas: building construction; building, fire, or housing inspections; plumbing, electrical or mechanical trades; or fire protection, elevator or property maintenance work; knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; and, knowledge of the Virginia Uniform Statewide Building Code.
- Skill in the use of computer software, especially Microsoft Office Suite.
- Ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with staff and the public.

Accepting applications until 11:59pm EST on 02/01/2019. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at https://jobs.jamescitycountyva.gov