Permit Technician

$30,992 year / or higher DOQ + Full-Time County Benefits.

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

Responsibilities:
- Provides first point of customer service at the front counter and on the telephone; responds to emails and letters; and provides administrative support to Building Safety and Permits Division staff members.
- Processes permit applications, contractor registration, inspection requests, and payments; issues permits and certificates of occupancy; tracks permits and inspections; and, oversees and tracks daily collection of fees and pre-paid contractor accounts.
- Maintains office workflow by studying methods, implementing efficiencies and developing reporting procedures; maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and maintaining professional networks.
- Manages 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.

Click here for full job description. Accepting applications until position is filled.

Accepting applications until filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at https://jobs.jamescitycountyva.gov