

County of Clarke – Office Manager/Zoning Officer

The County of Clarke is accepting applications for an Office Manager/Zoning Officer in the Department of Planning. Position is full-time, minimum salary \$36,607 with pay commensurate with experience. Performs complex, specialized, and legal administrative work; provides extensive front-counter customer service on planning and permitting matters; reviews and acts on certain permit applications; conducts planning and zoning research tasks; manages records and public information requests; and serves as clerk to various boards and committees. Requires extensive experience as an administrative assistant or office manager with demonstrated experience transcribing minutes and managing filing systems. Requirements: Associate's degree or technical degree in an applicable field, minimum three (3) years of experience as an administrative assistant or office manager, and at least one (1) year of experience working in a municipal permitting office. Must possess a valid driver's license and background check is required. First review of applications is April 12, 2021. Open until filled.

Send resume and completed County job application to: Brandon Stidham, bstidham@clarkecounty.gov or mail to 101 Chalmers Court, Berryville, VA 22611. A County job application form and full job description may be obtained from the County Administrative Office or at <https://www.clarkecounty.gov/business/employment-opportunities>

Equal Opportunity Employer