



Albemarle County Local Government

[Intake/Support Specialist](#)

Department of Community Development

Full-Time, 12 months

Non-Exempt, Pay Grade 08

VRS-Eligible, Benefits-Eligible

The Albemarle County Department of Community Development is actively recruiting an Intake/Support Specialist to join our team. The successful Intake/Support Specialist will perform a wide variety of specialized and/or difficult customer service and administrative tasks. Coordinates the intake and processing of multiple development related applications varying in nature and complexity (building, zoning, planning, water resources, etc.); issues various permits; does related work as required. Monitors lobby area and directs workflow to Intake Staff. Work is performed in a very busy office setting requiring the ability to multi-task while addressing the needs of walk-in and call-in customers. Work involves the exercise of initiative and good judgement, attention to detail, and ability to deal with customers in a professional and courteous manner. Work is performed under general supervision. *May be filled as an Intake Specialist II or III depending on experience and qualifications.*

[Apply today!](#)