

County of Rockingham, VA
Deed and Subdivision Reviewer

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Experience in a related field such as legal work, surveying, or real estate is preferred

Minimum Education Requirements: High school diploma or GED

Direct Supervisor: Zoning Administrator and Subdivision Agent

Primary Work Location: Office setting

Physical requirements: This is sedentary and agile work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Certification: Valid driver's license

Job Summary: Review deeds and subdivision plats for compliance with the County Subdivision and Zoning Ordinances. Answer subdivision and zoning questions from the public and assist staff in processing zoning applications.

Essential Job Functions

An employee in this position may be called upon to do any or all the following essential duties:

- Manage subdivision review for proposed divisions of land, including determining flood plain, Agricultural and Forestal Districts, and fire and rescue districts
- Answer subdivision and zoning questions from the public
- Monitor and assist with revising zoning and subdivision ordinances and policies, particularly subdivision ordinance amendments
- Develop and update informational documents
- Support and participate in community groups and professional organizations
- Perform related tasks as required

Knowledge

- Legal terminology related to deeds, plats, and surveys
- Spanish language fluency is preferred, but not required

Skills

- Clear and concise oral and written communication
- Reasoning skills
- Management of multiple tasks and shifting priorities
- Excellent interpersonal skills

Abilities

- Understanding and application of state and local laws and ordinances
- Competency with the County's automated permitting software
- Competency with Microsoft Office software and the internet
- Handle difficult people or situations calmly and professionally
- Use of logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Maintain regular attendance at work

To Apply

All applicants must apply online

Application review will begin as soon as possible. **Deadline to apply is October 5, 2021.**

Rockingham County is an Equal Opportunity Employer