Albemarle County Local Government

**Intake/Support Specialist**
**Department of Community Development**
Full-Time, 12 months
Non-Exempt, Pay Grade 09
VRS-Eligible, Benefits-Eligible
*May be filled as an intake specialist II or permit technician depending on qualifications and experience*

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.

**Apply today!**