



**PRINCE GEORGE COUNTY, VIRGINIA**  
invites applications for the position of:

## **Permit Technician II**

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**SALARY:** \$32,814.00 - \$50,861.00 Annually

**OPENING DATE:** 10/27/21

**CLOSING DATE:** Continuous

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Prince George County Department of Community Development and Code Compliance is currently accepting applications for the position of Permit Tech II. This position will be responsible for receiving, screening and processing telephone calls, applications and requests, assisting the public, determining the type of permit required, preparing, issuing and processing permits and calculating permit fees, scheduling inspections, word and data processing duties, maintaining records and files and preparing reports.

For the complete job description, please click [here](#).

### **QUALIFICATION REQUIREMENTS:**

Thorough knowledge of standard office practices, terminology, procedures, equipment and techniques; thorough knowledge of business English, spelling and arithmetic; considerable knowledge and understanding of common technical terms utilized in the construction industry; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to operate standard office and personal computer equipment; skill in the use of personal computer software; ability to establish and maintain effective working relationships with associates and the general public.

### **SPECIAL REQUIREMENTS:**

Any combination of education and experience equivalent to graduation from high school; considerable office assistance experience; the ability to interpret building codes as they relate to permitting and inspections; minimum of two years' experience as a Permit Technician.

### **ADDITIONAL INFORMATION:**

Possession of or ability to obtain specific certifications as required by the department and the Virginia Department of Housing and Community Development.

To apply online visit the website at [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov). To be considered for this position, applicants must submit a County application. Applications should be submitted online. For additional information, please call (804) 722-8669. EOE.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.princegeorgecountyva.gov/>

Position #PTII101021  
PERMIT TECHNICIAN II  
WJ

Prince George County  
6602 Courts Drive  
Prince George, VA 23875  
804.722.8669

[hr@princegeorgecountyva.gov](mailto:hr@princegeorgecountyva.gov)

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## Permit Technician II Supplemental Questionnaire

- \* 1. Do you have two or more years of experience as a Permit Technician?
  - Yes
  - No
- \* 2. Are you certified as a Permit Technician through DHCD or ICC?
  - Yes
  - No
- \* 3. Do you have Construction Industry experience?
  - Yes
  - No
- 4. If you answered Yes to question number three, please explain your experience.
  
- \* 5. Do you have experience with Munis Government Software programs or other Permitting programs?
  - Yes
  - No
- 6. If you answered Yes to question number five, please explain your experience.
  
- \* Required Question