



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

Permit Technician I

SALARY: \$30,956.00 - \$46,434.00 Annually

OPENING DATE: 10/27/21

CLOSING DATE: Continuous

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Prince George County is currently seeking qualified candidates for the position of Permit Technician I with Community Development. The 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 appointments, word processing and data processing duties, maintaining records and files and preparing reports.

QUALIFICATION REQUIREMENTS:

Candidate must possess 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.

Must possess any combination of education and experience equivalent to graduation from high school, office assistance experience, and the ability to interpret building codes as they relate to permitting and inspections.

SPECIAL REQUIREMENTS:

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

Pre-employment drug testing and criminal background check, to include fingerprinting, required.

ADDITIONAL INFORMATION:

To apply online visit our website at www.princegeorgecountyva.gov. To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.princegeorgecountyva.gov/>

Position #PTI102021

PERMIT TECHNICIAN I

WJ

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

hr@princegeorgecountyva.gov

Permit Technician I Supplemental Questionnaire

- * 1. Do you have any experience working in a Building Inspections Department?
 - Yes
 - No
- * 2. Are you certified by DHCD as a Permit Technician?
 - Yes
 - No
- * 3. Please select one of the following that best describes your years of customer service experience.
 - 1-3 years
 - 4-6 years
 - 7 or more years
 - n/a
- * 4. Do you have any Construction Industry experience?
 - Yes
 - No
- * Required Question