

Central Processing Desk Coordinator

Fauquier County Department of Community Development is seeking a qualified Central Processing Desk Coordinator to process the intake of land development applications. The position provides assistance to applicants, landowners, engineers, and other representatives of the public with the application and resubmission processes. The position prepares and maintains records and files and routes submissions and resubmissions for review in both electronic and paper formats. The position assists in answering department main telephone lines and prepares agendas for Pre-application and Technical Review Committee meetings.

The successful candidate will possess excellent customer service skills and ability to multitask to meet agency deadlines. The applicant will have a general knowledge of departmental programs, policies, and procedures; general knowledge of standard office methods and procedures; the capability to prioritize a daily workload effectively while handling routine customer walk-ins and phone calls; and an ability to establish and maintain positive working relationships with associates and the public.

Any combination of education and experience equivalent to graduation from high school, two years of office experience, customer service and database entry management. Experience in land development preferred.

Salary range is commensurate with qualifications and experience. Excellent benefits package.

We offer a Comprehensive Benefits package to include but not limited to:

- Medical, dental, vision, and prescription coverage at very competitive rates
- Up to 14 paid holidays annually, sick leave, annual leave, and personal days
- Virginia Retirement System pension plan & a life insurance policy 2X annual salary
- 457(B) individual retirement plan
- Access our Employee Wellness Center, which is free for all permanent employees and dependents.

Interested applicants must submit an online Fauquier County classified application, available on the County's website at: [APPLICATION LINK](#)