



## **Position Opening**

**Position Title:**

Permit Technician

**Department:**

Community Development and Planning

**Description:**

This position performs technical and administrative work involving the review and issuance of zoning/building permit applications and plans. Performs other departmental administrative tasks as required. Seeking an individual with a great attitude, customer service skills, and work ethic.

**Special Requirements:**

Shall obtain Permit Technician certification from DHCD within 18 months of employment.

Additional certifications may be required as needed over time.

Possession of a valid driver's license.

**Starting Salary:**

Salary negotiable depending on qualifications

**Benefits Include:**

Health insurance, Virginia Retirement System, Paid Leave and Holidays

**Closing Date:**

Open until filled. May close at any time.

**Application Process:**

Applicants must submit a county application to be considered for employment. Applicants are also required to submit a cover letter and resume outlining their qualifications for the position, as well as salary requirements.

County applications may be obtained from:

County Website

[www.southamptoncounty.org](http://www.southamptoncounty.org)

Email

[tbradshaw@southamptoncounty.org](mailto:tbradshaw@southamptoncounty.org)

In-person

County Administrator's Office  
26022 Administration Center Drive  
Courtland, VA 23837

Applicants are required to return their completed application materials to the County Administrator's Office at the address above or to Tina Bradshaw via email at [tbradshaw@southamptoncounty.org](mailto:tbradshaw@southamptoncounty.org).

Southampton County is an Equal Opportunity Employer.

Posted March 21, 2025