

## **PERMIT TECHNICIAN**

Fauquier County's Department of Community Development is currently seeking to fill a full-time Permit Technician position within the Building, Permitting and Inspections Division. As part of the front-counter staff, this highly visible position interacts with the public on a daily basis answering phones, taking in permit applications, scheduling inspections, maintaining files and providing general assistance to the public and other staff on permitting and inspections issues.

Strong customer service, computer and verbal skills are essential. Must also be able to successfully multi-task in a fast-paced environment.

Minimum requirements include any combination of education and experience equivalent to graduation from high school and some experience in general clerical work involving customer service experience in the building and construction field.

Fauquier County offers a competitive salary, great benefits and has a generous leave policy. Interested applicants must submit an online application available on the County's website at:

<https://fauquiercountyva.munisselfservice.com/ess/EmploymentOpportunities/JobDetail.aspx?req=20000561&sreq=1&form=CO1&desc=PERMIT%20TECHNICIAN>

Position is open until it is filled. For assistance with the online application call the Human Resources Department at 540-422-8300. Please direct specific position related questions to Heather Kannard, Permit Center Supervisor, at 540-422-8230 or email [heather.kannard@fauquiercounty.gov](mailto:heather.kannard@fauquiercounty.gov).

**EEO/AA/M/F/D**