

Grayson County Building Department

Full-time Permit Tech

Job Summary: The Permit Technician performs a wide variety of development services counter duties needed in support of the building and zoning department staff. The position requires an individual to quickly change and adapt to varying personalities and demands. Exceedingly well organized, flexible and reliable.

Duties may include:

- General front desk duties – mail management, filing, reception, answer and manage calls.
- Serves as a resource to customers, including directing them, as necessary, to various sources of information including other County departments or outside agencies; notifies and assists customers with the permit process; provide status updates as needed.
- Performs an overview of plans for compliance with established submittal standards and assists with related community development actives.
- Provides a variety of clerical and technical support, including but not limited to: maintain department records, files, and other reference materials, greater research and assemble a variety of information and monthly data for preparation of reports, creating and modifying department forms, including letters, reports, and memos.
- Ability to explain building policies and procedures, read and interpret building plans, specifications, and building codes; classify, compute and tabulate, and categorize data; apply policies, procedures and standards to specific situations; understand and carry out verbal and written directions; work effectively and independently in the absence of supervision; quickly and accurately calculate fees and valuations.
- Operate a computer and a variety of software programs.
- Communicate clearly and precisely, both verbally and in writing; deal tactfully and courteously with internal and external customers, create and maintain an effective working relationship.

Requirements:

- Must obtain an ICC and Virginia Permit Tech Certification within one year from the date of hire;
- Read and interpret simple construction plans;
- Verify that plan submittals are complete and in conformance with required submission standards;
- Provide customers with accurate information on the permitting process;
- Communicate clearly and concisely both orally and in writing;
- Use tact and diplomacy when dealing with customers, often under pressure of heavy customer demand;
- Operate office equipment including software and hardware;
- Must have a high school diploma; some college is highly desirable.
- Must successfully complete a standard background investigation.

Salary based on experience and certification.

All candidates must provide a completed Virginia State Application to Grayson County Administration, PO Box 217, Independence, VA 24348. Position will remain open until filled. Grayson County is an EEO/A Equal Opportunity Employer.

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