

**Position:** Administrative Assistant I / Permit Technician (full-time)

**Salary:** \$43,334–\$54,169

**Closing Date:** Open until filled by qualified applicant

**Beginning Date:** As Soon as Possible

**Reports to:** Building Code Official

Responsibilities include general office duties such as preparing correspondence, handling travel arrangements, answering and routing phone calls, establishing and maintaining files, purchasing office supplies, general office management, and processing building, land disturbance and other permit applications, including data/fee collection.

Experience is necessary in standard office methods and record keeping. Must have general knowledge of County geography, road systems, landmarks and considerable, current working knowledge and ability to learn PC applications and computer data software. Must be able to communicate courteously and effectively with the public in oral and written form.

Preferable to have at least 3 years of experience and general knowledge in at least one of the following areas: building construction; building construction conceptual and administrative processes; building, fire or housing inspections; plumbing, electrical or mechanical trades; or fire protection, elevator or property maintenance work. Any combination of education and experience that would confer equivalent knowledge and ability, including high school technical training programs or college engineering, architecture, or construction degree programs, shall be deemed to satisfy this requirement.

- Permit Technician certification required within 18 months of employment start date
- High school education or GED equivalent is required.
- Must possess and maintain a valid and unrestricted Virginia driver's license with an acceptable driving record

Interested persons must submit a completed Nelson County employment application and resume with three (3) references to Nelson County Finance & Human Resources, P.O. Box 336, Lovingson, VA 22949. Applications and resumes may also be sent by fax to Judy Seraphin at (434)263-7134, or by email to [jseraphin@nelsoncounty.org](mailto:jseraphin@nelsoncounty.org). EOE. For a County employment application, please visit: <https://www.nelsoncounty-va.gov/departments-offices/human-resources/employment-opportunities/>