



Job Opportunity
Town of Abingdon, Virginia
Immediate Need

Posting Date: December 7, 2021

Closing Date: Open Until Filled

Salary: \$28,000- \$32,000

**Position: Building Permit Technician &
Program Assistant**

Department: Community Development

Job Type: Full-Time (40 hours /week)

Position Description:

The Building Permit Technician/Program Assistant reports directly to the Director of Community Development. This position is primarily responsible for greeting and providing direction to visitors to the department, triaging phone calls, data entry, processing building permits, and organizing pre-application meetings. Other responsibilities of this position include but are not limited to composing correspondence and assisting in all aspects of the permitting process.

Skills and Requirements:

- High School Diploma or GED
- Must be able to type/keyboard accurately and at a reasonable speed
- Skilled in the use of business English, spelling, and mathematics
- Excellent organizational skills
- General knowledge of standard office equipment and procedures
- Excellent verbal and written communication skills.
- Must be able to obtain specific state certifications required for a Permit Technician

Application:

Please access and submit your application to: www.abingdon-va.gov This position will remain open until filled.

The Town of Abingdon offers an excellent benefits package that includes medical and dental insurance, paid annual leave, paid holidays, and Virginia State Retirement to Full-Time employees.

The Town of Abingdon is an equal opportunity employer.