

## **PERMIT TECHNICIAN**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

This full-time position performs skilled clerical and responsible technical work in a fast-paced building and zoning office. Primary duties include processing permits and customer service, as well as related clerical work. Work is performed under regular supervision. The salary range is \$25,879 – \$42,645 with a generous benefits package.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Receiving and processing building and other construction permit applications; preparing and maintaining associated records and files.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receive, assure completeness, and process building, zoning, and other permit applications.
- Read floor plans, compute square footage of proposed buildings, and calculate appropriate fees.
- Enter data into computer for permits, inspections, and related correspondence.
- Coordinate with coworkers to ensure smooth workflow of permit applications, inspections, and other departmental responsibilities.
- Answer telephone and assist callers or refer calls to the appropriate authority for disposition.
- Greet and assist customers in the office.
- Maintain filing system for permits and related documents.
- Conduct transactions with the public in a friendly and professional manner, in matters requiring a working knowledge of regulations, policies, and procedures.
- Compile data and information for office reports.
- Perform related tasks as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Possession of certification as a permit technician through the Virginia Department of Housing and Community Development (DHCD) or the ability to achieve certification within 18 months of hire by passing the exam following training from the DHCD Jack A. Proctor Virginia Building Code Academy. Typical costs associated with this training and exam are covered by the state and County.
- Knowledge of standard office protocols, as well as some knowledge of permit processing and construction terminology is preferred.
- Ability to communicate effectively orally and in writing with thorough knowledge of grammar and spelling.
- Ability to make arithmetic computations quickly and accurately.
- Some knowledge of local government programs, policies, and procedures is preferred.
- Ability to perform detailed record work.

- Excellent time management skills; ability to multi-task and transition from one activity to another.
- Experience operating general office equipment and personal computers including some knowledge of applicable software packages.
- Ability to type accurately and at a reasonable rate of speed.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to work well independently and as part of a team.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and some general office experience.

**PHYSICAL REQUIREMENTS:**

This is an indoor office position. Westmoreland County is an AA/EEO/ADA compliant Employer.

**HOW TO APPLY:**

Submit a cover letter and completed Application for Employment to Beth McDowell, Zoning Administrator, at the email or address given below.

The position will remain open until filled.

Beth McDowell  
Land Use Administration  
P.O. Box 1000 (111 Polk Street for hand delivery)  
Montross, VA 22520  
[bmcdowell@westmoreland-county.org](mailto:bmcdowell@westmoreland-county.org)  
804-493-0120



# APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Westmoreland County is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Westmoreland County. Please inform the County's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

## GENERAL INFORMATION

Full Name _____			Date _____	
FIRST	MIDDLE	LAST		
Address _____				
STREET		CITY	STATE	ZIP CODE
Phone Number ( ) _____		Date available for work _____		
Email (optional) _____				
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If hired, verification will be required consistent with federal law.				
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If no, you may be required to provide authorization to work.				
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL)				
Driver's license number _____		State of issue _____		Expiration date: _____

## POSITION INFORMATION

Position applied for: _____	Salary range expected: _____
Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary	

## EDUCATION

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School (or G.E.D. equivalent)				
College or University				
Graduate School				
Vocational or Trade School				
Other				

## BACKGROUND INFORMATION

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed?      ☐ Yes      ☐ No      If yes, specify name. \_\_\_\_\_

## PERSONAL REFERENCES

List three personal references (other than those listed as a current/former supervisor) that we may contact:	
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____

## EMPLOYMENT RECORD

List all employment experience for the past ten years, starting with the most recent or present employer, including US military service or training. Using a separate section for each position, describe in detail all work experience. You may include as part of your employment history any verifiable work performed on a volunteer basis. **Résumés not be substituted in lieu of completing the following employment information.**

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Primary responsibilities _____ _____	Phone ( ) _____ From _____ Month                      Year To _____ Month                      Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone ( ) _____ From _____ Month                      Year To _____ Month                      Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone ( ) _____ From _____ Month                      Year To _____ Month                      Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone ( ) _____ From _____ Month                      Year To _____ Month                      Year

How did you learn about the position? Check all that apply:

- ☐ Westmoreland County's website     
 ☐ Recruiter     
 ☐ Word of mouth     
 ☐ Other  
☐ Careers website or job board (Monster, Indeed, CareerBuilder, etc.)     
 ☐ Social media (LinkedIn, Facebook, etc.)

Have you worked for Westmoreland County before?

☐ Yes ☐ No    If yes, when? \_\_\_\_\_ Job title: \_\_\_\_\_

Relatives of current employees of Westmoreland County will not be hired if they would be working for, or directly supervising, a current employee. If you receive a conditional offer of employment, you may be asked to identify any relative who is a current employee of Westmoreland County. For purposes of this policy, "relative" is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of people who are related by blood or marriage.

**PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING**

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work with Westmoreland County.

\_\_\_\_\_ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Westmoreland County.

\_\_\_\_\_ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

\_\_\_\_\_ Initials

I understand that employment with Westmoreland County is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

\_\_\_\_\_ Initials

I authorize Westmoreland County and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 3 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

\_\_\_\_\_ Initials

I hereby certify that, if employed, my employment with Westmoreland County will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.

\_\_\_\_\_ Initials

I understand and agree that, if hired, my employment will be at will, which means employment is for an indefinite period of time and may be terminated by myself or Westmoreland County at any time, with or without cause, and with or without notice.

\_\_\_\_\_ Initials

I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

\_\_\_\_\_ Initials

Note: An offer of employment is conditioned upon complying with Westmoreland County's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background check.

**MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.**

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_