



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY **Internal and External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Permit Technician FY 15-37 **DEPARTMENT:** Planning & Development

ENTRY SALARY: \$12.20 – per hour, plus benefits **PAY GRADE:** 9

REQUIREMENTS: Perform a variety of administrative duties to issue and collect payments for construction permits, business licenses and related documentation. Provides information regarding the building inspection process, zoning, code enforcement and other departmental functions. Performs routine clerical tasks to support daily office operations. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: High school diploma or equivalent with a minimum of two years experience supporting daily office operations and performing various administrative and general bookkeeping tasks; any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must have the ability to maintain confidentiality to sensitive information.

DEADLINE FOR APPLICATIONS: 5:00 PM – November 18, 2014

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655

POSTED: 11/05/2014