

Central Processing Desk Coordinator

Fauquier County Department of Community Development is seeking a qualified Central Processing Desk Coordinator to manage the intake of land development and permit applications. This highly visible position involves providing assistance to applicants, landowners, engineers, and other representatives of the public throughout the application and resubmission processes. As a part of the front counter staff, the Coordinator will interact daily with the public and other agencies, answering phones, processing applications, handling resubmissions, scheduling inspections, maintaining files, and providing general support on land development, permitting, and inspection-related matters. The position serves as the Permit Center Supervisor as required.

The successful candidate will possess excellent customer service skills and the ability to multitask effectively to meet agency deadlines. The ideal applicant will have a strong understanding of land development and construction processes. The candidate will have a solid knowledge of standard office practices, methods, and equipment. The candidate must demonstrate the ability to prioritize tasks efficiently, manage a daily workload, and handle routine customer walk-ins and phone calls. Additionally, the candidate will have the ability to establish and maintain positive working relationships with both colleagues and the public.

Any combination of education equivalent to graduation from high school, a minimum of three years of experience in land development and construction, customer service and database management. Supervisory experience preferred.

Interested applicants must submit an online Fauquier County classified application, available on the County's website at:

<https://eportal.fauquiercounty.gov/mss/employmentopportunities/default.aspx>.

Salary commensurate with qualifications and experience.

We offer a Comprehensive Benefits package to include but not limited to:

- Medical, dental, vision, and prescription coverage at very competitive rates
- Up to 14 paid holidays annually, sick leave, annual leave, and personal days
- Virginia Retirement System pension plan & a life insurance policy 2X annual salary
- 457(B) individual retirement plan

Access our Employee Wellness Center which is free for all permanent employees & dependents