



**The City of Covington is accepting applications for the following position:
Full-Time Administrative Assistant & Permits Technician**

General Description

The Administrative Assistant and Permits Technician position reports to the City's Building Official and Zoning Administrator in Development Services. This position performs both Code Enforcement and Zoning administrative duties and field duties related to permitting processes. Applicants must possess or shall obtain the standing of Certified Permit Technician, Erosion and Sediment Control Administrator, and Stormwater Management Administrator as well within required time constraints.

Requirements/Preferences/Education

The preferred candidate would have Virginia State Certifications in Permitting, Stormwater, and Erosion Control and experience in Buildings or Zoning is ideal but not required. A minimum high school diploma is required in addition to a valid operator's license with a safe driving record. Once selected, the candidate must pass both a physical and drug screening as part of the preliminary employment offer.

Special Qualifications:

Applicants must possess or shall obtain standing of Certified Permit Technician, Erosion and Sediment Control Administrator, and Stormwater Management Administrator within specified time frames.

Salary and Benefits

The minimum starting salary of \$40,000 is negotiable based on qualifications and job experience directly related to the position. The City offers a generous benefits package including health insurance, life insurance, VRS retirement, paid leave, and holidays and is willing to train a qualified candidate. Following a conditional offer of employment, the applicant must pass a physical examination and drug testing.

Application Process

Interested applicants are requested to complete a City employment application which can be found at www.covington.va.us under "City Government" and then "Employment". A full job description can be found online as well as with the application. Applications are to be sent via email to jobapp@covington.va.us or mailed to City of Covington, Human Resources-Administrative Assistant-Permits Technician, 333 W. Locust Street Covington, VA 24426. This position will remain open until filled with first application review April 4, 2025.

The City of Covington offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based on race, color, religion, gender, age, national origin, political affiliation, disability, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.