

MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

DATE: SEPTEMBER 12, 2019

DEPARTMENT: BUILDING DEPARTMENT

POSITION TITLE: CLERK/PERMIT TECHNICIAN

STATUS: FULL TIME – 40 HOURS/WEEK

RATE: \$11.00-\$14.00/per hr. (Dependent upon Qualifications)

DEADLINES: Inside/Outside Applicants: September 20, 2019
(Applications and/or resumes received or postmarked after deadline will not be considered)

QUALIFICATIONS:

- * High School Diploma, GED or Equivalent
- * Pass all pre-employment screenings.
- * Knowledge of standard office practices.
- * Proficient with Microsoft Excel & Word
- * Experience dealing with public

Performs administrative/office support to building officials and other staff. Provides service to customers in a timely, courteous and efficient manner. Provides information regarding permit requirements, inspections, and general requirements of the building permit process. Must be organized and have knowledge of computer/software, including Microsoft Excel and Word. Previous office experience preferred. Must have good customer service skills.

If interested, send completed Application and Resume, either by mail, fax or in person by the deadline to:

MUSKINGUM COUNTY HUMAN RESOURCES DEPARTMENT
ATTN: PAM DAVIS
401 MAIN STREET
COUNTY COURTHOUSE
ZANESVILLE, OHIO 43701
FAX: 740-588-4300
EOE