



TOWN OF PRESTON

Land Use and Building and Zoning Departments

Land Use Administrative Assistant, Permit Technician – Building and Zoning

The purposes of this position are to provide clerical, technical and administrative assistance for the Building Official and Zoning Enforcement Officer (ZEO) including preparing agendas and packets for the Zoning Board of Appeals. Assists the public with completing various building permits and determines permit fees based on a set formula. The work involves attention to details, maintenance of accurate records, answering customer questions, managing the office and recording all fees. The Land Use Administrative Assistant, Permit Technician – Building & Zoning is required to exercise good judgment in administering the office to relieve the Building Official and ZEO of administrative details and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

The hours for this position: 20 to 25 hours per week as needed, based on the volume of work.

Applicant must have high school diploma or equivalent, and 2 to 3 years of administrative and customer service experience in a similar type of high-profile environment; or any equivalent combination of education, experience and training. The pay range for this position is between \$21.77 to \$27.22. Compensation is commensurate with experience.

Please submit an **application and resume** via email to the Town of Preston at: PrestonHR@preston-ct.org. Click here for an [employment application](#) and a full [job description](#).

EOE