

## **Duties For Regulation Enforcement and Permitting Office Assistant**

Duties include, but are not limited to: Issuance of new permits for Septic Systems, Floodplain, New Construction, Oil and Gas Development, and Property Division. Daily requirements include record research for existing facilities, inspection reporting, as well as compliance enforcement for homeowners, developers, and maintenance providers. Applicants will be required to stay current with legislative updates regarding enforcement and documentation with both qualifying and continuing education courses for Floodplain Management. Applicants will coordinate Grant procedures with State and Local entities including routine TCEQ compliance reports, audits, and should be proficient at all forms of electronic communication and documentation. Regulation or Real Estate experience will be beneficial but not required. Position is full time.

Qualified applicants can pick up an application at the Fayette County Auditor's Office, 119 W. Colorado St., La Grange, Texas. Include prior experience and duties. Completed Applications, along with any resume, must be received by Fayette County Auditor's Office no later than October 23, 2019 at 2:00 p.m.