

City of Sumter



JOB ANNOUNCEMENT

Assistant to the Building Permit Technician
Building Inspections Department

Job Purpose: To assist the Building Permit Technician with auditing building permit applications, preparing daily reports, and tracking/ordering inventory. Assists with the processing, issuing, printing, coping, filing and mailing of building permits.

Minimum Qualifications: Associate's degree with five (5) years of work experience in administration and/or working with the public; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Supervisory experience preferred, but not required. Must have excellent communication skills and the ability to communicate effectively at various levels. Must possess a valid South Carolina drivers license.

Deadline to Apply: **Open until filled**

Mail resume with cover letter and application from www.sumtersc.gov to:

City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150