

City of Sumter



VACANT POSITION Business License Inspector Business License

Job Purpose: Under general supervision to perform a variety of field inspections consisting of implementing, issuing, enforcing and collecting fees as required by the City's and County's Business License Ordinance. Performs various administrative and clerical functions to ensure that businesses are operating legally and within the ordinance.

Minimum Qualifications: High School diploma and one to two years of working with the public or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Excellent written and verbal communication skills are essential as well as a proficiency in computer skills; possess the desire to work with the general public and in a team environment is a must. Must possess a valid SC driver's 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