

# City of Sumter



## **VACANT POSITION**

Business License Specialist  
Business License Department

**Job Purpose:** Under general supervision, serves at the first point of contact for customers seeking a business license or business license renewal. Performs administrative and clerical duties to support the ordinance, to include front counter transactions on business license inquires. Assists with the processing, issuing, printing, coping, filing, reviewing and mailing of business licenses renewals.

**Minimum Qualifications:** High school diploma and 1-3 years general work experience. Must possess excellent communication skills and the ability to communicate effectively at various levels. Customer service oriented is a must. Must possess a valid South Carolina Driver's License.

Deadline to Apply: **Open until filled**

Mail resume with cover letter and application from [www.sumtersc.gov](http://www.sumtersc.gov)  
to:

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