



**VACANT POSITION**  
**Building Permits Cashier-Clerk**  
**Building Inspections**

**Job Purpose:** To provide administrative and operations support for the Building Inspections Department.

- Greets and assists walk-in customers, contractors, developers, and callers regarding building permits, inspection requests, and general inquiries.
- Provides accurate information about application requirements, fees, and processes.
- Receives and reviews building permit applications for completeness.
- Enters application data into permitting software or tracking systems.
- Routes applications to appropriate staff or departments for review and approval.
- Accepts payments for permit fees, inspection fees, plan review fees, and other departmental charges.
- Issues receipts and maintains accurate records of transactions.
- Balances cash drawer daily and prepare deposits according to department procedures.
- Prepares routine correspondence, reports, and notices.
- Provides administrative and clerical support to the Building Department staff.
- Performs exceptional service to internal and external customers.

**Required Knowledge, Skills, and Abilities:** Ability to work with limited supervision. Excellent oral and written communication skills. Ability to maintain confidentiality and exercise sound judgement. Must have the temperament to handle complex and confrontation situations with patience, tact, diplomacy, and courtesy. Must be customer service orientated and possess the ability to resolve problems. Must have strong organizational skills and attention to detail. Must be able to multi-task and meet deadlines. Proficient in Word, Excel, and PowerPoint and ability to learn department-specific software. Ability to work with the public.

**Minimum Qualifications:** High school diploma or equivalent and at least 1 - 2 years of clerical and/or cashier experience; or any equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities. Valid SC driver's license or ID.

Deadline to Apply: **Open until filled**  
**Apply online at [www.sumtersc.gov](http://www.sumtersc.gov) or**  
**mail resume with cover letter along with application to:**  
City of Sumter Human Resources  
21 N. Main Street  
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer and participates in E-Verify. E-Verify allows participating employers to verify the employment eligibility of their newly hired employees and the validity of their Social Security Numbers. E-Verify is operated by the Department of Homeland Security in partnership with the Social Security Administration.

This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available in the job description.