

NOTICE OF VACANCY

PERMIT TECHNICIAN

Bamberg County Assessor's Office

PAY GRADE 10: Minimum \$21,071 – Maximum \$35,106

Applications are being accepted in the Human Resources/Payroll Office, Bamberg County Courthouse ANNEX – Isaiah Odom Building, for the position of **PERMIT TECHNICIAN** for the Bamberg County Assessor's Office. The position is open until filled.

Qualified applicants must possess a high school diploma and excellent computer, accounting, and bookkeeping skills. Other business-related fields are preferred but not required.

Primary duties include, but are not limited to:

- Issues all permits related to the Assessor's Office and Code Enforcement
- Maintains accurate and timely records of all permits issued and processed
- Compiles regular reports on the status of permits and monies collected
- Makes weekly cash and permit-status reports
- Stays up-to-date with all training and laws relating to permitting and code enforcement
- Manages all appointments and correspondence for the Assessor's Office
- Assists with Assessor's Office customer support center
- Performs related duties as required.

BAMBERG COUNTY IS AN EQUAL-OPPORTUNITY EMPLOYER.

TO APPLY: Submit a cover letter, employment application, and resume to:
Bamberg County Administration
Office of Human Resources
Post Office Box 149
Bamberg, SC 29003
Email: brownrf@bambergcounty.sc.gov

