

**POSITION AVAILABLE
(PERMIT TECHNICIAN I)**

Colleton County Government is accepting applications for the position of Permit Technician I in the Planning and Development Department. The successful candidate will under direct supervision perform technical, administrative, and computerized work involved in the receipt, processing and review of building permit applications and in the issuing of building and related permits. Will perform other related work as required, such as providing information to the public; performing research functions; reviewing documentation for compliance with ordinances; and performing related clerical functions. Under direct supervision from the Planning and Development Director or assigned designee is responsible for inspecting new and existing residential and commercial permits to ensure that specific components meet provisions of building, flood management, zoning, safety laws, and approved plans, specifications, and standards.

Requires a High School diploma or equivalent with additional training in building code enforcement and requirements and related subjects, and 1 to 2 years of experience in the building permit, code enforcement, or some related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Successful completion of International Code Council (ICC) certification, Permit Technician, within one year of employment. Experience or training in the use of related computer programs, such as GIS and permit applications as well as the reading and interpretation of land legal descriptions, mapping and surveying techniques preferred, but not required. Pre-employment drug screen and a satisfactory background check also required.

Email resume to jobs@colletoncounty.org, submit application at the Colleton Career Skills Center, 1085 Thunderbolt Drive, Walterboro, SC 29488 or the nearest SC Department of Employment and Workforce Center. The position will remain open until filled. Only qualified applicants will be considered for interview. Colleton County Government is an Equal Employment Employer.

GRADE: 5
MINIMUM HOURLY RATE OF PAY: \$10.94
FULL-TIME
SC STATE RETIREMENT & INSURANCE