



Onslow County Position Vacancy Announcement

PLANNING AND DEVELOPMENT (CENTRAL PERMITTING SECTION)

POSITION TITLE: CHIEF CENTRAL PERMITTING ASSISTANT

Position Number

4915-00030

Hiring Range

\$30,200 - \$39,261

Opening Date

March 5, 2010

Closing Date

March 12, 2010

How to apply?

Applications must be submitted by 5 pm on the closing date to:

Onslow County HR

220 Georgetown Road, Suite 100
Jacksonville, NC 28540
910-347-7600 Phone
910-347-2793 Fax

Onslow County provides eligible employees with a competitive benefits package including paid health and dental insurance, paid holidays, and other optional benefits.

Onslow County Human Resources Office is **not** responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Onslow County. This service, if required, will take precedence over duties described in this position vacancy announcement.

ONLOW COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER
M/F/D/V

Position Responsibilities

Under general supervision from the Central Permitting Administrator, performs skilled clerical work supervising and coordinating the processing of a variety of permit applications. Duties include coordinating and supervising the scheduling and logging of inspections requests; answering questions and taking complaints from homeowners and contractors; informing customers in matters requiring knowledge of rules, policies, procedures, precedents and activities; prepares and updates various reports, logs, records and books; maintains filing system for permits and related documents; monitors computation of fees; permit payments processing; deposits; daily money reports; and ensures CAMA, floodplain, KOB, planning and zoning requests for information are processed in a timely matter. Exercises regular supervision of subordinate central permitting assistants.

Knowledge, Skills, and Abilities

Knowledge of:

- Building permit and inspection process;
- Standard office methods and procedures.

Ability to:

- Issue permits and perform minor plan review;
- Read plans and identify violations of the model codes;
- Operate a computer and related software;
- Type accurately and at a reasonable rate of speed;
- Follow instructions and make minor decisions in accordance with established policies and procedures;
- Perform a considerable volume of detailed record work;
- Establish and maintain effective working relationships with associates and the general public.

Minimum Education and Experience Requirements

Any combination of education and experience equivalent to graduation from high school and six months to two years experience in general clerical work involving contact with the public.

Special Requirements

Must have a valid driver's license and be in compliance with the Onslow County's insurance regulations. Must obtain Law and Administration Course certification from the North Carolina Department of Insurance within 24 months of employment.