



**Onslow County
Position Vacancy Announcement**

**PLANNING AND DEVELOPMENT
(BUILDING CODE SECTION)**

POSITION TITLE: CODE ENFORCEMENT SPECIALIST

Position Number

4911-00131

Hiring Range

\$30,200 - \$39,261

Opening Date

January 4, 2010

Closing Date

January 12, 2010

How to apply?

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

Onslow County HR

202 Old Bridge Street
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 Code Enforcement Administrator, performs clerical and paraprofessional duties related to building permits and inspections. Coordinates and supervises the receiving and processing of zoning, building, CAMA, electric, mechanical, plumbing and other construction permit applications; assists customers; prepares and delivers cash and financial reports; prepares and maintains associated records and files.

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.