

COUNCIL MEMBERS

*Millie Dawkins
Laura Cook
Dylan Cook*



MAYOR Stellartean Jones

Doris Hamilton, Clerk/Treasurer

Columbus Stephens, Town Administrator

Town Of Gray Court

Job Vacancy

The Town of Gray Court is seeking an individual to assume the role of a Building/Code Enforcement Clerk. The selected individual will provide administrative support and assistance to the building and code enforcement division, maintains related records and serves as liaison to the public regarding building permits and code enforcement issues.

The individual may receive phone calls and determine the nature of the business and direct phone calls or visitors to appropriate destination. Count money and run daily deposit reports. Post inspections done by the Building Inspector(s). Although the work is supervised by the Building Official this position requires the exercise of sound judgment, personal initiative, and minimal supervision.

Please submit your resume and a cover letter outlining your qualifications and experience to: Columbus.stephens@townofgraycourt.sc.gov.

Position is open until it is filled.

Main duties and responsibilities include:

- . Coordinate inspection requests, post inspections, issue permits and make daily deposits.
- . Post inspections done by the Building Official and Code Officer.
- . Assist Building Official and Code Officer in processing paperwork and reports, typing, data entry and other clerical support functions.

Assist with maintenance of a comprehensive record keeping system for building and code enforcement documents.

- . Process complaints, notices, tickets, and a variety of correspondence regarding code violations and other building/code issues.
- . Demonstrate professionalism, courtesy, and diplomacy while communicating with the public in person, on the phone, via email and in contentious or confrontational situations.
- . Ensure proper paperwork, documentation and forms are complete, scanned and filed.
- . Provides website updates related to Building and Code functions.
- . Perform all other duties as assigned.

Education, Experience, and Training

- . High School Diploma or G.E.D. required.
- . One-year experience in secretarial and clerical work.
- . Working knowledge of data processing.
- . Must be proficient in working with computers and general office equipment.
- . Individual Must be able to type efficiently and have very good filing skills.
- . Individual Must have good oral and written communications skills.
- . Working knowledge of inspection procedures, plus.

Qualifications

- . Ability to demonstrate exceptional customer service.
- . Ability to follow a firm work schedule as directed by supervisor.
- . Ability to compute, maintain and prepare complex records correctly, insuring confidentiality.
- . Ability to deal with public relation issues and various types of citizens inquiries tactfully, courteously, and in a business matter.
- . Ability to compute and record numbers correctly.
- . Ability to establish and maintain effective working relationships with the public, supervisor, and co-workers.
- . Ability to make decisions based on verifiable criteria, laws and regulations, or town policy.
- . Ability to read and interpret documents such as safety rules and town policy procedures.

Benefits

- . 401 (K)
- . Health Insurance
- . Dental Insurance
- . Retirement Plan

. Paid Time Off

Employment Requirements:

. Applicants must be subject to a complete background check.

. Applicants must pass a drug screening administered at the Town's expense.

Competitive Wages depending on experience.

The Town of Gray Court is an Equal Opportunity Employer