



Sarah Tyson  
Human Resources Director

153 Courthouse Rd. Suite 103  
Currituck, NC 27929

252-232-3228 Phone  
252-232-2141 Fax

## RECRUITMENT ANNOUNCEMENT

**POSITION:** Permit Officer I

**GRADE:** 52

**BEGINNING SALARY:** \$27,678.03

**LOCATION OF POSITION:** Corolla Satellite Office, 1123 Ocean Trail, Corolla, North Carolina. May occasionally be required to work in Inspections Department in Currituck, North Carolina.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school supplemented by college-level course work in typing and business practices, and 1 to 2 years of experience in secretarial or clerical work, preferably in construction or building trades operations; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**JOB DESCRIPTION:** Under general supervision, performs variety of specialized clerical and technical work for the Planning and Community Development Department. Receives building permit applications, assigns permit numbers, routes applications, accepts applicable fees, schedules inspections, prepares reports and issues permits. Receives CAMA permits and serves as Department Receptionist. Reports to Chief Building Inspector. Must be physically able to operate variety of machinery and equipment, including typewriters, computers, fax machines, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Position requires walking or standing to a significant degree and job is rated for light work.

**SPECIAL JOB REQUIREMENTS:** Possession of a valid North Carolina driver's license. Typing test required and **MUST** be submitted with application. Typing test may be taken at Currituck County Human Resources Office or the local North Carolina Department of Commerce. **Applicant must net 35 wpm.** Employment drug test, driver's history screen and criminal background check required of finalist applicant(s).

**RECRUITMENT PERIOD:** April 16, 2018 – May 7, 2018 at 5:00 pm.

**HOW TO APPLY:** Currituck County application required which may be accessed at [www.currituckgovernment.com](http://www.currituckgovernment.com), Currituck County Human Resources Department or North Carolina Department of Commerce, 422 McArthur Street, Elizabeth City, North Carolina.

**WHERE TO APPLY:** Currituck County Human Resources Office  
153 Courthouse Road  
Currituck, North Carolina 27929  
[www.currituckgovernment.com](http://www.currituckgovernment.com)

North Carolina Department of Commerce  
422 McArthur Street  
Elizabeth City, North Carolina 27909  
Job referral # NC 10851778

**An Equal Opportunity/Affirmative Action Employer**