



## EMPLOYMENT OPPORTUNITY

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**Job Title:** Permits Specialist  
**Hiring Range:** Grade 17, hiring rate \$18.26 - \$22.42 per hour DOE  
**Status:** Full-time, non-exempt position  
**Application Deadline:** Monday, August 15<sup>th</sup> at 4:00 pm

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### General Statement of Duties

Performs specialized administrative and record-keeping work to support the building permit process and building inspections function for the town.

### Distinguishing Features of the Class

Employees in this class provide a variety of responsible administrative and record-keeping duties in support of the building inspections and permitting process for the town. Employees provide information to developers, contractors and homeowners regarding the building permit process, receive building permit applications, route applications, accept applicable fees, issue approved permits, schedule inspections and track permits. Work also includes greeting the public, explaining requirements, establishing electronic and hard copy records, handling complaints, preparation of reports, and other administrative duties. The work involves considerable public contact, and requires tact, courtesy, firmness and the ability to communicate technical information to non-technical individuals. Work requires a working knowledge of regulations and codes and considerable knowledge of building permit procedures. Work is performed under the supervision of the Senior Code Enforcement Officer and is evaluated through observation, conferences, quality of the work completed and feedback from the public.

### Desirable Education and Experience

Graduation from high school supplemented by business coursework and experience in administrative support work involving customer contact, preferably in the building trades or construction industries or an equivalent amount of education and experience.

**The Town of Oak Island offers a comprehensive benefits package which includes medical, dental and vision coverage at low or no cost for their employees, participation in a 401K plan and the State Retirement System as well as paid holidays, vacation and sick leave. The Town is an Equal Opportunity Employer.**

How to Apply: Please submit a completed employment application, which can be found on the town's website, [www.oakislandnc.gov](http://www.oakislandnc.gov) under the Job Opportunity page. Applications can be emailed, faxed, or mailed (see below).

Where to Apply: Town of Oak Island  
Attn: Human Resources  
4601 E. Oak Island Drive  
Oak Island, NC 28465  
Telephone: (910) 201-8014  
Fax: (910) 278-9542  
Email: [HR@oakislandnc.gov](mailto:HR@oakislandnc.gov)

