



**City of Isle of Palms
Department of Building, Planning and Zoning
Business License/Building Permit Clerk**

The City of Isle of Palms is accepting applications for the full-time position of Business License/Building Permit Clerk. Under the general supervision of the Director of the Building Department the position provides clerical and administrative assistance to the department, citizens, businesses, subcontractors, and elected officials. Qualifications require minimum of two (2) years' extensive clerical experience including the collection and accounting of money and frequent contact with the public. Proficiency with computers, excellent customer service skills and high school diploma or GED also required.

Starting salary range to mid-range for the position: \$36,211 to \$45,264 with a competitive benefits package.

Submit application and resume to Janice Ladd, City of Isle of Palms, PO Drawer 508, Isle of Palms, SC 29451 or apply on-line at <https://www.iop.net/employment-opportunities>.

EOE

Applications accepted until filled