



CITY OF *Sumter*
SOUTH CAROLINA

VACANT POSITION

Business License Inspector
Business License

Job Purpose: Under general supervision to perform a variety of field inspections consisting of implementing, issuing, enforcing and collecting fees as required by the City's and County's Business License Ordinance. Performs various administrative and clerical functions to ensure that businesses are operating legally and within the ordinance.

- Conducts field inspections to determine business license compliance with the City/County ordinances pertaining to the issuance of existing or new business licenses.
- Identifies Online/E-commerce businesses to determine business license compliance with the City/county ordinances pertaining to the issuance of existing or new businesses.
- Identifies and reports unlicensed businesses including delinquent accounts.
- Provides information, assistance, and appropriate forms to all persons/businesses interested in obtaining a City/County business license.
- Receives and posts business license payments, conducts audits, and process refunds.
- Monitors changes in federal, state, and local laws and regulations which affect division operations.
- Assists in collecting and posting payments for Local Accommodation fees.
- Prepares and submits daily activity reports to include current and accurate records of inspections.
- Performs clerical duties including data entry, correspondence, copying, filing, generating reports, processing mail, etc.
- Answers telephone and walk-in inquiries from the general public regarding permitting, licensing, regulations, and ordinances.
- Provides exceptional service to internal and external customers.

Minimum Qualifications:

- High school diploma and 1-2 years experience working with the public; or any equivalent combination of training and experience.
- Knowledge of Business License Ordinance, practices and procedures.
- Ability to interpret, explain, apply, and enforces the laws, rules, and regulations related to the business license requirement.
- Ability to communicate effectively verbally and in writing.
- Ability to work with the public.
- Valid South Carolina driver's license.

Deadline to Apply: **Open until filled**

Apply online at www.sumtersc.gov or

mail resume with cover letter along with application to:

City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer and participates in E-Verify. E-Verify allows participating employers to verify the employment eligibility of their newly hired employees and the validity of their Social Security Numbers. E-Verify is operated by the Department of Homeland Security in partnership with the Social Security Administration.

This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description