

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Plans/Permits Processor I**  
**Bureau of Permits & Inspections**

An Equal Opportunity Employer

**Plans/Permits Processor I – Bureau of Permits & Inspections**

\$15.47 hourly (Grade C07), 37.5 hours per week

Hours are typically Monday through Friday from 8:30 am – 5:00 pm

**Apply by 5:00 pm on Friday, February 19, 2021.**

The Bureau of Permits & Inspections is responsible for ensuring compliance with building, mechanical, electrical, plumbing, handicap, energy, fire protection and life safety codes adopted through local ordinances and/or Maryland State law. Our mission is to provide efficient, effective, and courteous service to contractors, related agencies, and the citizens of Carroll County. Our purpose is to establish minimum requirements to safeguard public health, safety, and general welfare in both residential and commercial construction.

The Bureau is seeking an experienced individual who is eager to join our dedicated team of professionals and help us fulfill our mission and purpose. In most cases, this individual will be the first point of contact for those seeking assistance from our Bureau. Excellent communication skills and customer service is a must when relaying information to the public via phone, email, in writing or in person.

The ideal candidate must have strong office skills including answering phones, typing, filing and ability to learn processes involving the intake and issuance of permits, use & occupancy certificates, licenses, and scheduling daily inspections. Candidate must be computer proficient in Microsoft Word and Excel, as well as learning new web applications.

Click [here](#) for the full job description

**Qualifications:**

1. High school diploma or general education diploma (GED)
  2. Three years related experience, including knowledge of the construction industry \*
- \*A comparable amount of training and experience may be substituted for the minimum qualifications*

**Knowledge, Skills, and Abilities:**

1. Type at no less than 45 wpm
2. Read, analyze, and interpret information, policies, and legal documents
3. Respond to inquiries or complaints from citizens, members of the business community, or regulatory agencies
4. Use computer software programs and/or other applications

**Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

1/29/2021  
(21-59)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.