

**ADMINISTRATIVE ASSISTANT TO BUILDING INSPECTION
ADMINISTRATIVE ASSISTANT II
RANGE 24 (Non-exempt)**

JOB SUMMARY: The Administrative Assistant to Building Inspection must be outcome-oriented and possess excellent customer service skills. The Assistant must be able to work in a fast paced environment with a strong attention to detail. This is a full-time position working Monday through Friday, 8:00am to 5:00pm, at City Hall. This position reports to the Chief Building Inspector.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Intake and Process all Protective Inspection Permits, such as: Building Permits, Swimming Pool Permits, Storm Shelter Permits, Sign Permits, Temporary Sign/Banner Permits, Change of Occupancy, Demolition Permits, House Moving Permits, Mobile Home Permits and Firework Permits.
- Receive inspection requests, generate paper slip and email notifications to City inspectors.
- Use, integrate and evaluate new software and technology in building inspections.
- Work to improve processes in building inspections.
- Log inspection results daily, generate various certificates as needed, generate meter release forms.
- Must handle sensitive information with the highest degree of integrity and confidentiality.
- Ability to juggle multiple projects with superb accuracy.
- Exceptional customer service skills, over the phone and in person, with our citizens, contractors and internal departments.

ADDITIONAL RESPONSIBILITIES/ACTIVITIES:

- Assist Inspectors by providing them continuous information as needed while they are in the field.
- Schedule appointments and take messages for the Inspectors.
- Screen incoming calls and walk-ins for information and provide information or pass to Inspectors for further action.
- Provide calendar updates to all Inspectors on upcoming expired temporary sign and banner checks and follow ups including site inspections and letters.
- Keep and update records regarding Inspector's certifications and licenses, including renewal dates and continuing education hours. Assist in maintaining licenses and certifications through form submittals and record keeping to appropriate agencies.
- Schedule CE classes, courses, and accommodations for license and certification renewal
- Respond to staff requests for administrative support as needed.
- Extremely organized with strong multi-tasking and time-management skills.
- Strong administrative skills, responsible for maintaining paper and electronic filing systems.
- Perform general office duties such as typing, flow of correspondence and filing.
- Demonstrate professionalism at all times.
- Perform other related duties as requested.

MINIMUM AND PREFERRED REQUIREMENTS:

- High School diploma or GED required.

- Previous administrative support experience needed.
- Demonstrated administrative experience with increased responsibilities preferred.
- Must be computer savvy and proficient in Microsoft Word, Excel and Outlook
- Excellent written and verbal communication skills

WORKING ENVIRONMENT

The duties of the Administrative Assistant to Building Inspection will be performed in a climate controlled office environment.