

# OFFICE OF COMMUNITY DEVELOPMENT



*Position Title:* Office Assistant

*Position Function:* Processing various applications relevant to the Office of Community Development and working with the public.

*Position FLSA Classification:* Non-exempt

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## **Position Functions and Basic Duties**

- This position is responsible for processing building permit applications and scheduling inspections. It includes a working knowledge of the Floodplain, Zoning Ordinance and Maps.
- Prepares monthly permit data reports.
- Prepares deposits.
- Processes complaints from the public or private sector.
- Prepares code violation notices/correspondence.
- Maintains code violation files/logs.
- Exhibits excellent communication and listening skills.
- Maintains and purges appropriate files.
- Possess a basic knowledge of contemporary office equipment and is comfortable building on this foundation.
- Employee reports to the Director, Office of Community Development.

## **Secondary Functions**

- Provide basic storm water information and initiate complaint work orders.
- Provide zoning applications and information.
- Accept complaints and initiate work orders for lot cleanup.
- Forward complaints to the State Board of Health.
- Liaison with other county departments to complete building permit application.

## **Skills and Abilities**

- Ability to write clear, concise instructions and correspondence.
- Ability to give clear, concise verbal instructions and information.
- Ability to plan and manage time, materials and human resources.
- Ability to work with the general public.

## **Education Levels and Experience Requirements**

- Post secondary school

### **INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Job descriptions are not intended as and do not create employment contracts. The county maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.*