



JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT, CODE ENFORCEMENT

JOB TITLE: Administrative Assistant, Code Enforcement

REPORTS TO: Director of Planning, Zoning and Code Enforcement

DEPARTMENT: Code Enforcement/Zoning/Permits

FLSA STATUS: Non-exempt

WORK OBJECTIVE:

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations. Work is performed under limited supervision with moderate latitude in the use of initiative. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Receives and distributes permit applications; enters approved permits in computer software system; copies, mails, and files processed permits; contacts applicants if application is incomplete
- Schedules inspections; documents and follows up on failed inspections to ensure resolution; closes out final inspections, maintains permit tracker spreadsheet
- Processes highway permits and forwards to the Public Works Department
- Processes and files zoning/land development applications and payments; creates a new file number and folder, tracks the progress of projects and documents
- Prepares Planning Commission packets for meetings
- Processes daily cash receipts for permit applications and maintains cash drawer
- Reviews various invoices from code inspections; documents inspection results; files inspection reports
- Receives the public and responds to inquiries; refers to appropriate department/staff member as needed
- Answers phones, routes callers, and provides information as required; refers calls to appropriate department/staff members, acts as backup for phone coverage
- Composes, types, and edits a variety of correspondence, reports, presentations, and other materials ensuring accuracy
- Assists with research for Right-to-Know requests within Department



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- Scans and uploads correspondence, documents, etc. to the electronic filing system; follows-up on any items requiring a response from other departments as needed
- Maintains files and records ensuring compliance with established policies and regulatory guidelines
- Performs other job-related duties as assigned

Supervision:

- None

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by two or more years' administrative experience, inspection and code enforcement experience in a municipal environment preferred; or an equivalent combination of education, certification, training, and/or experience. May be required to have a valid Pennsylvania state driver's license. May be required to have or obtain additional formal industry certification(s) based on area of assignment.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of administrative and clerical procedures and systems such as managing files and records, transcription, and other office procedures and terminology
- Knowledge of principles and processes for providing outstanding customer service
- Skill in working independently and following through with assignments with minimal direction
- Ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable department/organization specific software
- Ability to establish and maintain effective and collaborative working relationships with those contacted in the course of work
- Ability to provide service and resolve issues in a courteous, prompt, and efficient manner
- Ability to communicate effectively orally and in writing
- Ability to organize work for timely completion
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.



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ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.