

## **ADMINISTRATIVE ASSISTANT II – COMMUNITY DEVELOPMENT**

### **NATURE OF WORK**

This is responsible clerical and secretarial work of a varied nature involving responsibility for processing and issuing permits and assisting with the licensing process. This position also provides general administrative support to the Community Development Department requiring judgment and knowledge gained through experience. Decisions are made in terms of established policies, procedures, precedent, and routine, with difficult, non-routine or complex problems referred to a supervisor. Instructions may be received on new projects, but the employee will generally work with considerable independence, using direction and judgment in completing duties. Work is performed under the general supervision of the Lead Permit/Licensing Technician, and may be evaluated and verified by other supervisory, or management personnel.

### **ESSENTIAL JOB FUNCTIONS**

1. Interviews, screens, and refers callers; responds to various inquiries and complaints regarding building permits, license applications, and other department services and functions.
2. Receives and reviews applications from property owners and contractors for various permits for completeness and fulfillment of requirements; issues permits.
3. Assists with the preparation and processing of initial and renewal license applications for various licenses required by the City; prepares the license agenda for City Council approval.
4. Types correspondence, reports, minutes, forms, and other material from rough copy, oral instructions, or established procedure; composes and types routine letters, memos, and other materials.
5. Performs a variety of moderately complex clerical tasks, such as compiling, calculating, and preparing special reports; establishes and maintains records and files.
6. Assists in balancing fees (monthly, quarterly, and annually) obtained through issuance of various permits and licenses, and submit reports and fees to various agencies.
7. Assist in preparing and maintaining materials for the Planning Commission and Economic Development Authority. Ability to serve as the Recording Secretary.
8. Prepares and processes purchase requisitions and payment vouchers for the Community Development Department.
9. Purchase office supplies and equipment for the Community Development Department.
10. Responsible for scanning documents for department into laser-fische system.
11. Work closely with other departments for rental licensing and public works matters.
11. Performs other duties related to the department as assigned.

**REQUIRED QUALIFICATIONS**

High School graduation or equivalent

Supplemental coursework in computers, secretarial/accounting/office subjects

Two years of experience performing responsible secretarial/clerical duties

Ability to type a minimum of sixty (60) words per minute.

**DESIRED QUALIFICATIONS**

Three or more years of experience performing responsible secretarial/accounting/clerical duties

One year training/experience in the operation of a computer using Microsoft Office (Word & Excel)

One year training and/or experience working with construction company

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of English, spelling, vocabulary, and proper grammar and usage.

Knowledge of secretarial practices and procedures.

Knowledge of modern office equipment, practices, and procedures.

Ability to establish and maintain records and files, and to prepare reports from such records.

Ability to establish and maintain effective working relationships with co-workers and the public.

Ability to work accurately with numbers.

Ability to communicate effectively, orally, and in writing.