

Job Title: Administrative Assistant
Class Structure: Administrative Support
Class: Administrative Assistant
Level: 2
Department: Permits and Inspections
Reports To: Building Director and Zoning Administrator
Salary Range: \$33,000 – \$40,000
Submit Application/Resume: Chris Riggs- criggs@staffordtx.gov
Posting Date: January 8, 2018
Posting Deadline: Open Until Filled

SUMMARY

This position performs administrative support activities. Depending on assignment, typical duties may include: preparing and processing routine paperwork; communicating with the public; maintaining records; and, performing other related duties.

DUTIES AND RESPONSIBILITIES

- Provide initial contact between customers and the City Permits Department.
- Performs secretarial and clerical duties to facilitate and coordinate the various divisions of the Permits Department.
- Process various applications/permits for the City Building Permits and Zoning Dept.
- Provide information and assistance to contractors, homeowners and the general public concerning City codes, ordinances, procedures and requirements for permits, licenses, etc.
- Maintain records and files for various zoning cases.
- Perform additional job-related duties, within reason and capabilities as directed.
- Attend night meetings and training as necessary.
- Subject to twenty-four hour recall.

TRAINING AND EXPERIENCE

High school diploma, GED or equivalent, and three (3) years of administrative/clerical experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. College degree with minimum five years secretarial or general office experience preferred.

SKILL IN:

- This position requires an individual with a strong, detail-oriented work style.
- Personable and good organization skills.
- Ability to work independently and in a team environment and the ability to exercise good judgment.
- Strong written and verbal communication.
- High degree of knowledge of software programs in Microsoft Office.

ADA AND OTHER REQUIREMENTS:

Position typically requires: balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Employee may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, travel and environmental conditions such as disruptive people, imminent danger or a threatening environment.

Employee may be exposed to inclement weather conditions when performing duties.

May be required to work evenings and/or weekends.

THE CITY OF STAFFORD IS AN EQUAL OPPORTUNITY EMPLOYER