



Department: Development Services
Prepared By: Jessaca Lugo

FLSA Status: Non-Exempt
Prepared Date: October 12, 2018

JOB TITLE: Administrative Assistant – Part-time

SUMMARY:

Performs customer service in the receipt and processing of building permit applications, business license applications, and code compliance complaints, and greets the public and visitors at the reception counter.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Greets the public and customers at the reception counter, researches property information and answers general questions related to building permit requirements.
- Collects cash and other forms of payment for building permits, business licenses and parking citations.
- Communicates with customers concerning permits, business licenses, and parking citations at the counter and on the telephone.
- Answers telephones and processes mail for Building and Planning divisions.
- Prepares reports, documents, and other communications.
- Balances permit counter cash drawer.
- Runs monthly and quarterly fee reports from computer data base.
- Assists other Building, Planning & Code Enforcement team members as needed.
- Operates a computer and software for the building permit and business license data systems.
- Prepares various building permit reports and documents.
- Performs related duties as required.
- Tracks parking citations, takes payments, sends delinquent letters, and reports unpaid amounts to DMV.
- Runs expired permits reports and sends notices of expiration.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or general education degree (GED); one year related experience and/or training; or equivalent combination of education and experience.
- Excellent verbal and writing skills.
- Computer skills, including Microsoft Office.
- Ability to communicate effectively, both orally and in writing.



- Ability to present information and respond to questions from customers and the general public.
- Ability to apply basic mathematical concepts.
- Ability to read, analyze, and interpret governmental rules and regulations – specifically regarding municipal codes and building code.
- Perform math calculations quickly and accurately. Understand and follow oral and written instructions.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

Possess the knowledge of:

- Advanced secretarial and clerical methods, techniques and procedures.
- Department operations, policies and objectives of assigned programs.
- City departments and operations.
- State and local planning and zoning laws and regulations.
- State and local regulations pertaining to building construction.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid California Class C driver's license.
- Preferred to possess certification through the ICC as a Permit Technician.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving. Ability to occasionally lift/move 25 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

- Generally indoors in a temperature controlled office.
- Noise level is usually moderate.
- Verbal, face-to-face contact, email, and telephone.
- Required to attend evening meetings.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.