



**Department:** Development Services  
**Prepared By:** Farhad Mortazavi

**FLSA Status:** Non-Exempt  
**Prepared Date:** Dec. 31, 2016

**JOB TITLE: Administrative Assistant**

**SUMMARY:**

Provides planning, building and code enforcement-related information to developers, contractors, property owners, and the general public; provides advanced clerical support to all Development Services Department staff and the Planning Commission; issues building permits; schedules building inspections, housing code inspections and code compliance inspections; collects cash and other forms of payment for building and planning permits, licenses and citations; balances cash drawers and prepares daily accounting reports; manages the City's Business License program; serves as Code Enforcement Clerk.

**ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:**

- Serves as the first point of contact to the public, both at the Permit Center counter and via telephone. Routes customers to the appropriate City staff member or outside agency as necessary.
- Researches and responds to inquiries from developers, contractors, appraisers, property owners and the general public regarding General Plan and zoning information, building and planning permit requirements; floodplain designations, code violation complaints, nuisance abatement and traffic citations; and related information.
- Conducts research on property history and related issues and provides information to the appropriate City staff member.
- Determines building permit requirements and issues building permits including any attachments, agreements or affidavits required by State Building Code. Intake of permits requiring different types of discretionary planning/building permits and verification of complete submittals by applicants /developers. Permit issuance; preparation of Deferred Fee Agreements [filing with County Recorder, tracking recordings and releases]; Notarization of City Staff and Developer signatures; preparation of project folders and maintenance of address files; and, recording third party testing certificates for each permit. Prepares Certificates of Occupancy.
- Collects cash and other forms of payment for building and planning permits, licenses and citations; balances cash drawers and prepares daily accounting reports.
- Schedules building inspections, housing code inspections and code compliance inspections. Pull paper permits and generate daily inspections report. File permits when inspections have been completed.
- Manages the City's Business License program; advises business owners of license



and home occupation permit requirements; issues licenses; processes annual renewals; and manages the Business License database. Compile and distribute monthly and quarterly reports to County Clerk and Assessor's Office.

- Serves as Code Enforcement Clerk for the City. Prepares code enforcement files, logs new cases in spreadsheet by address; prepares Notices of non-compliance, Stop Work Orders and red tags; receives copies of traffic citations for input into the citation tracking database; tracks citations to determine payment due dates; issues statements for overdue notices; submits electronic reports to the Department of Motor Vehicles; assists with coordinating appeal hearings; Performs general and advanced clerical duties for the Planning Division, Building Division and Planning Commission; coordinates and schedules meetings; makes travel arrangements; composes, proofreads and types correspondence; produces permit forms, templates, checklists and public information notices; copies and scans documents; routes incoming mail; processes outgoing mail; orders and maintains supplies; arranges for equipment maintenance; and completes similar duties.
- Prepares monthly reports on building permits issued; prepares quarterly reports and generates payments to the State for mandated fee programs and to Shasta County for traffic citations.
- Records and transcribes minutes of Planning Commission meetings.
- Performs related duties as assigned.

#### **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.

- Associates Degree (AA) or equivalent from a college or technical school or a minimum of two (2) years related experience and/or training.
- Perform advanced secretarial and clerical tasks.
- Deal tactfully with the public.
- Communicate effectively, both orally and in writing.
- Interpret and explain policies and procedures.
- Establish and maintain effective working relationships.
- Prepare financial records and reports.
- Prepare and maintain records, files and reports.
- Operate modern office equipment.
- Meet schedules and time lines.
- Understand and follow oral and written directions.



- Operate personal computer and software programs, particularly Microsoft Outlook, Word and Excel.
- Proficient in oral and written communication.

#### **PREFERRED QUALIFICATIONS AND EXPERIENCE:**

Possess 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.