

HORIZON CITY

Incorporated 1988

****JOB POSTING****

Job Title: Building Services Administrative Assistant
Job No: 21-01-503-01
Department: Building Services
Classification: Non-Exempt
Job Type: Full-time
Starting Pay: \$13.13/hourly
Posting Dates: 01/08/2021 to 01/14/2020

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

GENERAL SUMMARY

Under general supervision of the Building Official, provides information to the public and assists in maintaining records and databases, preparing reports and assisting the public.

SUPERVISION

General supervision is provided by the Building Official.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(including but not limited to)*

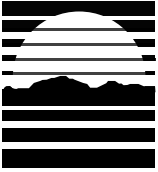
1. Process Building Permits, Vendor Permits, Sign Permits, Alarm Permits, Business Licenses and all other related permits and licenses.
2. Maintains databases on permits, licenses, plat records and maps.
3. Maintains log of daily inspections that are called in by contractors and distributes to inspector.
4. Receives payments and issues receipts for payments, etc.
5. Prepares documents for storage and records destruction.
6. Contributes to the effective communication regarding data, information and reports relating to Building Services, Public Works and Planning Department activities and functions.
7. Responds to inquiries via telephone, fax, and email and in person. Directs constituents to the appropriate personnel.
8. Receives and distributes daily mail and packages.
9. Ability to work flexible hours and to adjust hours to job requirements.
10. Ability to communicate effectively both orally and in writing.
11. Ability to work in a fast paced environment.
12. Accepts and processes payments for subdivision, zoning and annexation applications.
13. Prepares correspondence for Building Official as requested.
14. Maintains databases on all vendors, street lights, street names, and similar public infrastructure.
15. Works with property owners to find solutions if plans do not meet applicable codes.
16. Other duties as assigned and as may be necessary to complete regular work.

MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

- High School Diploma or GED, and four (4) years of general office clerical work experience. Experience with computers and other office machines including but not limited to typewriter, fax machine, 10 key calculator, etc. and/or equivalent combination of education, training and experience in related field may substitute for experience.

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- Experience in the construction field and/or processing permits for construction preferred.
 - Bilingual preferred (English and Spanish).

LICENSES/CERTIFICATES/OTHER REQUIREMENTS

Proficient with standard computer software applications including MS Word, Excel, Access as well as other relevant applications.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement.
- Comprehensive math and bookkeeping skills.
- Ability to establish and maintain good working relationships with Council, Department Heads and outside entities.
- Ability to maintain a strong sense of propriety concerning confidential matters.
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- Ability to maintain a strong sense of propriety concerning confidential matters.

Other Job Characteristics:

- 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.
- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee is occasionally required to frequently lift and/or move up to twenty-five (25) pounds. The employee is occasionally required to walk, sit, talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to focus.
- The work environment characteristics described here are representative of those encountered by an employee while performing the essential functions of this job. The noise level in the work environment is usually quiet.
- Occasional exposure to irate individuals.
- Frequent extending keyboarding activity related to data entry, research and retrieval.

To apply please submit a Resume along with the Horizon City Application for Employment found in the following website and email to: jobs@horizoncity.org; or visit website at <http://www.horizoncity.org/human-resources/> for additional information.

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