

## **Grant County Area Plan Part Time Code Enforcement Secretary**

Part Time Position

Starting Salary: \$12.70 per Hour, 28 Hours per Week

Position Purpose: Under the direction and supervision of the Area Plan Executive Director, tasks and functions within the assigned areas of responsibility that routinely include, but are not limited to, the following:

### **Assists Code Enforcement Officer: (Primary Purpose)**

- Performs administrative and inspection services support staff for all code enforcement activities. Prepares and maintains appropriate code enforcement forms, correspondence, and legal documents, as assigned
- Responds and documents code enforcement inquiries and direct complaints from Residents
- Manage court dockets and legal filings, including hand delivered to the Court or E-Filing
- Maintain code enforcement database: including initial letters, warning letters, and certified letters
- Monitor, maintain, and update physical code enforcement files
- Generate & schedule code enforcement inspections, as needed due to complaints
- Monitor & maintain expired Building Permits, for extensions or code enforcement cases

### **General Office Duties: (secondary to Permit Clerk/Front Desk)**

- Performs public customer services as required (1<sup>st</sup> to all overflow from Front Desk), including:
  - Answer telephones, direct all calls to appropriate personnel/department
  - 1st to help Front Desk, respond to routine public inquiries and complaints (Telephone or in Person)
  - 1st to help Front Desk, for Building Permit applications & processing
  - Schedules Building Inspections as received
  - Backs up Permit Clerk/Front Desk as needed (customer service)
  - Monitor & maintain voicemail messages daily
  - Staffs the office during scheduled breaks
  - Operates office equipment including computer, fax, copier, binder, folding machine, etc.

### **Assists Administrative Assistant/Zoning Coordinator (w/ Time)**

- **Will be primary back up for the Administrative Assistant/Zoning Coordinator**
  - Drafts basic correspondences; creates and maintains spreadsheets
  - Drafts and/or types committee agendas, follow-up agendas, resolutions, and reports
  - Maintains and schedules meetings on office calendar for executive director and office staff
  - Coordinates and facilitates the inter-department interactions between staff comprising the Permit Center
  - Assists with all database maintenance