

Administrative Assistant License and Permit Technician

Dept/Div: Administration

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative support work providing clerical/technical support to various departments within the organization, assisting residents with inquiries and requests both in person and over the phone, and related work as apparent or assigned. Work is performed under the limited supervision of the City Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

Answer phones and transfer calls to appropriate staff member; responds to inquire over the phone and in person; greets customers in person.

Process mail on a daily basis; copy, fax, file and sort data using word processing and spreadsheet software; work with GIS mapping system.

Prepare and issue liquor, massage, excavating, refuse hauling, tobacco and dog licenses; assign and process sign, excavation and fence permits; assign and process sign, peddler and fireworks licenses.

Process building permits; respond to building permit inquiries from residents and contractors; assist with zoning inquiries.

Prepare and issue public notices for Planning Department; file notices with the county.

Set-up and maintain accounts payable manual and scanned files; collect water/sewer utility payments, prepare for accounts receivable; prepare receipts when required; send out accounts receivable invoices and maintain manual ledger.

Assist City Administrator as required.

Knowledge, Skills and Abilities

Thorough knowledge of the City's policies, procedures and ordinances; thorough knowledge of state liquor regulations; general knowledge of building and zoning regulations; permits and reports; general knowledge of election manuals and training; thorough knowledge of County GIS mapping system; thorough knowledge of standard office equipment; ability to make arithmetic computations and calculate rates, ratios and percentages; knowledge of standard and specialized software applications; ability to establish and maintain effective working relationships with co-workers, supervisors and members of the public.

Education and Experience

High school diploma or GED and moderate experience in an office or customer service setting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

GIS Training within 6 months

Liquor and Food Safety Training within 6 months

Last Revised: 9/15/2017