



TOWN OF HIGHLAND BEACH

Administrative Assistant/Permit Specialist – Building

Department: Building	Status: Part-Time (20-28 hrs./wk.)
Department Code: 001-524.000	Classification: Non-exempt
Immediate Supervisor: Office Manager	Pay Grade: 16
Directly Supervises: N/A	Salary Range: Hourly: \$15.59 – \$24.94 Annually: \$32,424.00 – \$51,878.00

Position Summary:

Advanced Clerical work processing building and permit applications and record-keeping under the general supervision of the Office Manager.

Essential Duties and Responsibilities:

(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)

- Accepts, reviews and processes forms for building permits and other permits as may be required by code.
- Answers telephone calls made to the Building Department.
- Processes occupational registrations.
- Reviews submittals for accuracy and completeness for transmittal to Building Official.
- Prepares reports, correspondence, etc. as directed by Building Official and/or Office Manager.
- Enters all required information into computer.
- Handles public requests for transmittal to Building Official for appropriate action both at the counter and by telephone.
- Compiles all federal, state and locally mandated reports.
- Maintains accurate and complete records of all Building and Code Enforcement activities.
- Researches and provides responses for public records requests for the Building Department.
- Scans in Laserfiche.
- Schedules and coordinates all requests for inspection; including setting appointments with contractors and permit holders and assigning an inspection sequence to the Building Official.
- All duties as assigned by the Office Manager and/or Building Official.

Minimum Qualifications:

Education and Experience

High School Diploma or acceptable GED equivalent. Associate's degree preferred. One (1) year experience in responsible office work, construction related work preferred. (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

Knowledge, Skills and Abilities Requirements

- Knowledge of general office procedures.
- Knowledge of construction terminology and documents.
- Knowledge of telephone etiquette.
- Knowledge of the uses of a computer and equipment.
- Ability to work under pressure, meet deadlines and follow through on designated tasks.
- Ability to handle numerous tasks at once.
- Skill in typing, filing and research techniques.
- Skill in operating office equipment.
- Ability to work with customers and general public with diplomacy and tact.
- Knowledge of Microsoft Office products.
- Knowledge of Building Department's software and Laserfiche.

Special or Desired Requirements

- ICC Permit Technician Certification is required or must have ability to obtain within one (1) year of employment.

Tools and Equipment Used:

Ability to access work station and operate computer, copy and fax machines.

Physical Demands/Environmental Conditions:

The work environment characteristics and physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and to reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work is performed primarily in an office setting. The noise level in the work environment is moderate.

Selection Guidelines:

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Town of Highland Beach is a Drug Free Workplace, an Equal Opportunity Employer, and complies with the Americans with Disabilities Act.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job History:

Created: 05-17-2016

Revised: 06-15-2018

Revised: 05-14-2020

Distributed: 07-02-2020

Revised: 08-18-2021