

Shelby County Fiscal Court

POSITION DESCRIPTION

POSITION TITLE:	Administrative Assistant P/T	DEPARTMENT:	Building Inspector's Office
CLASSIFICATION:	Administrative	SUBMITTED BY:	Human Resources
SALARY RANGE:	\$15.00 to \$20.00/hour	APPROVED BY:	County Judge Executive

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	Building Inspector
POSITIONS SUPERVISED:	N/A

POSITION PURPOSE

Provide routine level administrative support by conducting research, preparing reports, handling information requests and performing clerical/administrative duties as required by the Building Inspector. This is a part-time position.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Creates and updates records and databases with financial and other data for Building Inspector.
2. Schedules inspections, opens communications with builders, receives inspections, processes new permits and files records.
3. Files and retrieves documents, records and reports for Building Inspector.
4. Manages all phone calls and correspondence (email, letters, packages).
5. Attends any required meetings/training sessions.
6. Performs related work and assumes any/and all other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Graduate from an accredited High School or GED equivalency.

EXPERIENCE REQUIRED:

- 2 to 4 years related Administrative Assistant experience or knowledge a plus.
- Microsoft Word, Excel, Power Point and Database Software experience.
- Multi-tasking skills a plus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
2. Knowledge of Business and Management Principles.
3. Knowledge of electronic equipment, computer hardware and software, including applications and programming.
4. Understanding written sentences and paragraphs in work related documents.
5. Communicating effectively in writing as appropriate for the needs of the audience.
6. Adjusting actions to convey information effectively.

7. Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do job responsibilities.
8. Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
9. Providing information to the Department Head, co-workers and subordinates by telephone, in written form, email or in person if needed.
10. Regular use of confidential information.
11. Ability to deal with frequent interruptions throughout the day.
12. Any and all related duties as required by the department head.

CONDITIONS OF EMPLOYMENT:

- Participation in Payroll Direct Deposit Program
- Pre-Employment Background Check
- Pre-Employment Drug Screen
- Must be Bondable

WORKING CONDITIONS PHYSICAL EFFORT:

- Work is typically performed indoors sitting at a desk with intermittent sitting, standing and stooping.
- Lifting up to 25 pounds is a requirement of the position.

OVERTIME REQUIREMENTS: Non-Exempt

AVAILABILITY: Regular Shift Not to Exceed 20 Hours Per Week

INTENT AND FUNCTIONS OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decision. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risk to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.

Shelby County Fiscal Court is an Equal Opportunity Employer.