



Building Inspections Administrative Assistant

Class Code:
11006

Bargaining Unit: AFSCME

CITY OF RAMSEY
Established Date: Jul 28, 2020
Revision Date: Jul 28, 2020

SALARY RANGE

\$21.98 Hourly

PRIMARY OBJECTIVE OF POSITION:

The primary objectives of this position are to perform a variety of responsible administrative support functions for the Community Development Department, specifically the Building Inspections Division. This may include, but is not limited to: providing excellent customer service to residents, contractors, staff and others; routing phone calls; attending city events, scheduling meetings, writing business letters and documents, and counter help at the Community Development / Economic Development windows.

This is a part-time twenty (20) hours per week position; there is flexibility within the Monday - Friday 12:30 pm to 4:30 pm schedule. This is subject to supervisor approval. Paid leave benefits are pro-rated based on hours worked per week (vacation & sick time).

**Note: This is an AFSCME union position"

MINIMUM QUALIFICATIONS:

- Must be 18 years of age or older
- Must have a high school diploma or equivalent
- Must have a valid state driver's license with a good driving record
- Must have at least three (3) years of related experience in a responsible administrative support position. Equivalent combination of education and experience will be considered
- Must have intermediate to advanced Microsoft Office knowledge and skills
- Must be able to accurately type at least forty (40) words per minute
- Must have data entry and data base management experience
- Must have excellent written and verbal communication skills

- Must have the ability to provide excellent Customer Service

Desire Qualifications:

- Previous experience working for a county or municipality
- Associates Degree in Business or Business, Industry & Technology
- Previous experience with Laserfiche Records Management software
- Previous experience with Zoom Video Conferencing

ESSENTIAL JOB FUNCTIONS:

- Provide administrative support to the Building Inspections Division of the Community Development Department; which includes Building Inspectors and Permit Technicians.
- Assist with the intake, routing, payment and issuance of Building Permits and Contractor Licenses
- Provide effective customer service in a courteous and helpful manner
- Provide information and assistance to residents and contractors regarding Building Permit and Inspection matters via telephone, email, mail and in-person
- Responsible for covering and routing division phone calls, email and mail
- Organize and maintain project files
- Perform other duties as assigned (within the ability and resources of the Building Permits Administrative Assistant) at the verbal or written direction of the Building Official, Deputy City Administrator or his/her designee

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively verbally, both in-person, and over the phone
- Ability to communicate effectively in writing
- Considerable ability to keep an organized schedule, follow-through, handle details accurately and meet deadlines
- Ability to learn and utilize basic software systems and keep up with advancing technology
- Ability to establish effective working relationships with City staff, elected officials and the general public
- Willingness to learn about city government

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Standing
- Sitting
- Walking
- Reaching
- Handling objects
- Repetitive hand motion
- Use of Arm Muscles over extended periods
- Use of Leg Muscles over extended periods
- Stationary desk or bench work

This position requires employees to be able to lift and carry up to 24 pounds without assistance.

The following are the working conditions of this position:

- Working indoors
- Working outdoors
- Driving a City vehicle or personal vehicle