

POSITION OPENING

Part Time/As Needed Secretary – Building Department

RESPONSIBILITIES

Responsible for issuing permits, arranging inspections, and providing administrative support to Department personnel.

Answers telephone and greets office visitors, responding to inquiries, providing assistance, scheduling inspections/appointments, taking messages, and/or directing calls.

Receives applications for building permits, verifies information, and issues permits and renewals. Collects fees, posts in accounts receivable ledger, generates reports, and submits to Auditor. Prepares Certificates of Occupancy and inspection records.

Files permits following inspections, sends notices to utility companies following gas/electric inspections, and emails and/or faxes permit reports to requested recipients.

Maintains databases on all building permits and contractor registrations and sends out reminder notices for expiring permits and registration renewals at the end of the year.

Performs a variety of clerical tasks, maintains attendance records, prepares payroll, and processes accounts payable claims for the Department.

Maintains and processes Weights and Measures reports and schedules, and performs other related duties as assigned.

REQUIREMENTS

High School Diploma or GED.

Working knowledge of building terminology and County codes, permits, and fees.

Working knowledge of standard bookkeeping practices and ability to perform arithmetic calculations, receive/receipt fees, and maintain complete financial records.

Knowledge of CDR construction design release through Homeland Security for commercial projects.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office equipment, including computer, typewriter, calculator, fax machine, copier, telephone, postage meter, and two-way radio.

Send resume/application to Bill Shelton at bshelton@dearborncounty.in.gov