

Worcester County Job Opportunities

DEPARTMENT: DEPARTMENT OF DEVELOPMENT, REVIEW & PERMITTING
JOB TITLE: OFFICE ASSISTANT III
COMPENSATION: GRADE 11/STEP 1 \$14.63 HOURLY /\$30,430 ANNUALLY-
GRADE 11/STEP 5 \$16.17 HOURLY/\$33,634 ANNUALLY
• STEPS BASED ON EDUCATION, SKILLS, AND EXPERIENCE
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: This individual will be responsible for complex and diversified office operation duties requiring the use of independent judgment and mature discretion and is under the direct leadership of the Director of Development, Review and Permitting.

GENERAL REQUIREMENTS:

- Pre-employment background check

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Performs data input of all building, and zoning, permits into the Building Permit Management System computer program.
- Ensures accurate information applied to the certificates of occupancy and/or zoning certificates.
- Answers phones and directs callers to appropriate parties.
- Greets customers, determines and contacts necessary staff members to address the customers' needs for their visit.
- Takes requests for various inspections and prepares schedules for appropriate inspection staff.
- Assists with the Housing Rehabilitation program, including taking phone inquiries, preparing documents, and generally assisting the housing rehabilitation consultant in administering the various housing programs.
- Updates all forms and applications, as well as obtain printing quotes.
- Types reports and correspondence for various sections of the Department.
- Must be somewhat knowledgeable in the operation of the various Sections within Development, Review and Permitting.
- Adheres to the Worcester County Government Personnel Rules & Regulations.
- Assists in the processing and maintenance of files for various bonds held by the Department.
- Performs other related duties as directed by the Department Head.

QUALIFICATIONS AND SKILLS:

- High School Diploma with minimum two years experience in the secretarial field.
- Proficient computer skills with word processing, spreadsheet, data base and e-mail applications.
- Proficient typing skills sufficient to provide an accurate document correctly formatted in a reasonable time.
- Ability to operate general office equipment, [i.e., fax, copier, and calculator]; and to communicate both verbally and written.
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers.
- Ability to apply acquired knowledge to increasingly varied and complex tasks.

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.