

Job Description – Full-Time Office Assistant

Job Title:	Office Assistant – <u>Building Codes Department</u>
Division/Department:	Primary: Front Office/Building Codes Department. Secondary: Property Maintenance, Public Housing and Rental Inspections Department and Zoning Enforcement Department
Immediate Supervisor:	Building Code Official/Office Manager
Location of Job:	Lewisburg, PA
Work Schedule:	Monday through Friday (8-hour workdays) (8:30 am to 4:30 pm; covering walk-ins over lunch break from 12:00-1:00 pm)
Pay Rate:	Dependent upon Qualifications/Excellent Benefits

Central Keystone Council of Governments (CKCOG) is an inter-municipal agency. CKCOG was formed in 2003 and since that time, our membership has grown to 48 municipalities which cover Lycoming, Northumberland, Snyder, Montour, Perry, and Union Counties. The services we provide include Building Code, Property Maintenance, Zoning and Code Enforcement, inspections, and administration. The COG's primary focus is to provide services to the member municipalities that would otherwise be very costly for each municipality to provide separately.

Summary of duties and responsibilities:

Must be able to work in a fast-paced office setting. The candidate will primarily support the Building Code department and, as necessary, other office staff. Duties include answering the telephone, scheduling inspections, greeting, and assisting customers, managing the mail (both incoming and outgoing), making copies, faxing, filing, and entering information into the databases on the computer system.

Primary duties and responsibilities:

- Answering phone calls and direct to appropriate staff member
- Greet clients when coming into the office; receive all necessary paperwork from the customer and make sure all submittals are complete to secure permits. Once review process is complete, issue building permits.
- Read and direct all correspondence to the correct office staff, written or via e-mail
- Handle assignment and follow up of building permitting system
- Schedule all appointments/inspections for the building inspectors
- Enter and maintain building permits and applications in the computer system

- Prepare monthly Building Permit Reports for member municipalities
- Prepare monthly County Assessment Reports
- Prepare monthly Closeout Reports for building permits
- Prepare letters, as necessary
- Other duties as assigned

Secondary duties

- Sort and deliver mail to office staff
- Prepare outgoing mail by putting postage on correspondence and recording postage

Education:

High school diploma, or equivalent, required. Additional training in computer usage is desirable. Previous office experience preferred. Previous experience with QuickBooks beneficial.

Specialized skills and knowledge:

Must use oral communication to perform work (answer telephones, receive visitors). Must use written communication to perform work. Must be able to read and write at a professional level. Typing and basic computers skills are required. Must be able to make decisions in the absence of specific directions (prioritizing). Must be able to make decisions requiring limited judgment (filing, sorting). Must be able to work with a diverse clientele and staff.

Working conditions:

Shared office space in a professional setting.

Equipment/machinery used:

Microsoft Windows, Internet; Microsoft Office Professional; Office Tracker; photocopy machine, fax, postage meter, cell phone; telephone system with 3-incoming lines.

Other:

All staff must maintain integrity and security of computer systems and data. Access to privileged information should not be disclosed at any time. The CKCOG is a Drug and Alcohol-Free workplace and may require drug/alcohol testing as part of the pre-employment process.