



<b>WORKING TITLE:</b> BUILDING INSPECTOR ASSISTANT	<b>CLASSIFICATION:</b> BUILDING INSPECTOR ASSISTANT
<b>DEPARTMENT:</b> PLANNING	<b>DIVISION:</b> PLANNING
<b>PAY RANGE:</b> OPEU 13	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2013

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs advanced administrative work related to building permits, inspection scheduling, follow-up, record keeping, etc. Performs general and specialized secretarial and clerical office support work and specialized accounting. Provides administrators, professionals, and department head with a full range of administrative assistance.

Performs general and specialized tasks involved in preparing and processing building and electrical permits and environmental health applications. Requires considerable knowledge of laws and procedures relating to the building permit program. Responsible for performing or supervising all building program secretarial/clerical activities in substantial detail. Specializes in detailed processing of building program activities; performs generalized duties in environmental health, electrical and planning program areas.

Performs technical and clerical duties of an accounting nature to maintain bookkeeping records of all building inspection and planning revenues and expenditures and prepares related reports. Accuracy and neatness are required. Type of work and deadline requirements vary depending upon the work cycle of the various programs.

***SUPERVISION RECEIVED:***

Work is performed under the general supervision of the department director, building official, or other professional superiors, who may evaluate performance for the effective functioning of assigned programs and for the quality, neatness and accuracy of service provided. Work is performed independently under guidelines and policies which range from vague to explicit.

***SUPERVISION EXERCISED:***

May supervise work of lower level office specialists. Incumbents may provide technical assistance to or assist in the training of new employees.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Assembles inspection cards, plans, and other inspection materials needed by various inspectors.

- Maintains status file of each permit and schedules inspection reviews, as appropriate, to determine compliance.
- Maintains plans and files, insuring timely completion of reviews and appropriate record-keeping and storage.
- Provides a full range of administrative and secretarial assistance to supervisors including: calculating fees and issuing permits.
- Provides reception services.
- Types minutes and correspondence, reports, notices, and manuals.
- Keeps records of department expenditures.
- Relieves supervisors of administrative tasks such as gathering and analyzing information and preparing reports with little direction other than a brief description of results expected.
- Directs and participates in the administrative support work flow of the office.
- Provides information to the public concerning department codes and ordinances which do not need to be addressed by a superior.
- Attends evening meetings and records minutes.
- Performs a wide variety of technical and clerical tasks related to the effective functions of the building program, which require considerable understanding of inspection terminology, ordinances, and application procedures.
- Performs specialized work in building and planning programs within the department, which require interpretation and application of state laws and administrative codes; and interpretation and application of the county's rural addressing system.
- Maintains counter book records and maps related to permits and address assignments.
- Performs responsible secretarial, clerical and administrative work on an accounting nature related to maintaining cost accounting records including preparation of vouchers and reports.
- Balances revenue received and expenditures made, codes revenue, computes city, county, and state percentages of revenue received.
- Tabulates program and activity data and submits reports to county, state, and federal offices.
- Acts as bookkeeper for building programs; maintains running balance; enters receipts and refunds; deposits revenue; completes related financial reports as directed; and prepares state fiscal reports.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Building inspection program administration
- Modern administrative and general office procedures including English composition, spelling, and grammar.
- Purpose and procedures related to the workflow of all programs within the department
- Bookkeeping procedures,

#### **SKILL IN:**

- Operation of office equipment including microcomputers, computer terminals and data

processing equipment

**ABILITY TO:**

- Read, comprehend, interpret and apply laws, rules, regulations and procedures for all department programs.
- Operate a ten-key calculator
- Analyze budget and accounting records and to prepare clear and concise reports.
- Establish and maintain effective working relationships with department employees, other county employees, county officials and the public.
- Deal with the public in a pleasant, tactful, and courteous manner.
- Interpret and communicate county codes and ordinances and State statutes to the public as required by the position.
- Perform typing, note-taking, and transcription work as required by the position.
- Establish and maintain effective working relationships with supervisors, department, and other county employees, public officials, and the public.
- Conduct research, gather and analyze information and prepare reports.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Three years' clerical, secretarial and/or administrative work experience in a building inspection program or similar public office providing the same or directly related service, including at least two years at a level equivalent to Senior Office Specialist. Satisfactory completion of a minimum of 12 hours of building code courses and certification to do mobile home set-up inspections. Additional course work and training related to the position may be substituted for up to one year of experience. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above. Course work to maintain or improve position capability shall be continued during employment.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*