

STAFF ASSISTANT-BUILDING DEPARTMENT
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Performs a wide range of office management duties for the Building Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Building Inspector, an incumbent of this class acts in a staff capacity utilizing management methods and procedures in the administration of the office. General responsibilities include a wide range of office management duties including but not limited to report preparation, processing of permits and licenses, supervision and training of clerical staff, answering telephones, correspondence, etc. This position calls for a high level of judgment, responsibility and problem-solving due to the frequent absence of the department administrators. Supervision of office staff is a responsibility of the position.

EXAMPLES OF WORK: (Illustrative Only)

Assists department head in aspects of the planning, implementation and evaluation of work assignments and special projects and programs;

Assists in the implementation of departmental policies and procedures to ensure compliance with state and town rules and regulations;

Provides training, technical assistance and guidance to office personnel;

Composes and inputs correspondence, reports, memoranda, e-mail calendar, etc., emanating from supervisor;

Reviews and sorts office mail; initiates correspondence in response to general inquiries;

Accepts and processes all types of permits and license applications i.e. plumbing and electrical permits, sign permits, dry cleaning licenses, etc.

Acts as liaison between department and MIS to assure proper installation and utilization of computer software applications and peripheral equipment;

Places service calls for various office equipment, i.e. telephones, copy machines, computers, printers, etc.;

Gathers, reviews and maintains reports, forms, databases, cost estimates, authorizations and other supporting documentation required by the building department;

Assembles fiscal and statistical data for preparation of reports;

Acts as troubleshooter by analyzing reporting data, preventing and resolving problems for subordinates, supervisors and other employees of the department;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of Building Department functions, terminology and procedures; good knowledge of modern office procedures and terminology; good knowledge of supervisory principles and techniques; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to communicate and work well with officials, staff and the public; ability to adopt an effective course of action based upon existing conditions; accuracy; initiative; resourcefulness; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) a Bachelor's Degree from a recognized college or university and two (2) years of general office/clerical experience which must have involved the use of computer applications to maintain records, produce correspondence or spreadsheets, including one (1) year in a supervisory capacity; or (b) six (6) years of general office /clerical experience including the two (2) years of specialized experience as stated in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Note: Graduation from a post high school secretarial or business school with a degree or certificate in secretarial sciences, office terminology or closely related field may be substituted for one year of the specialized experience. However, the one (1) year of supervisory experience is still required.

