

LEE COUNTY COMMISSION

Chairman
 Bill English, *Probate Judge*
 Mailing Address:
 P. O. Box 666
 Opelika, AL 36803-0666
 (334) 737-3660 phone
 1-855-212-8024
 www.leeco.us



Members
 Doug Cannon, District 1
 Ross Morris, District 2
 Gary D. Long, District 3
 Tony Langley, District 4
 Richard LaGrand, District 5

JOB ANNOUNCEMENT

| | |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Job Title: Administrative Assistant | Hours of Availability: Monday-Friday; 7:00am-3:30pm |
| Closing Date: Until Filled | Position Announcement: BI17-08-23 |
| Work Location: Lee County, AL | |
| Division/Department: Building Inspection | |
| Reports to: Chief Building Official | |
| <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time | Pay Range: \$40,887.89 - \$47,021.07 |

JOB SUMMARY: This position provides administrative and clerical support for department operations.

- Supervises the day-to-day clerical operations of the department; delegates filing, typing, copying, and the distribution of materials and forms; assists clerical personnel in making difficult decisions.
- Greets visitors and answers telephone; provides information and assistance; schedules inspections.
- Prepares memoranda and correspondence; prepares lists, tables, reports, and other documents in final form.
- Gathers, assembles, updates, distributes, and files information.
- Attends meetings, workshops, and training sessions.
- Receives cash and related funds; reconciles and processes bank deposits.
- Maintains office supply inventory.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Communicates with Building Inspectors in the field and with co-workers regarding changes/updates in scheduling.
- Answers telephone; schedules inspections, answers questions, takes messages for inspectors, updates building files as necessary.
- Distributes electrical and gas releases to utility companies; distributes weekly and monthly permit reports to banks, city entities, vendors, and other county departments.
- Enters building permit applications information into computer; assists homeowners and contractors in the completion of forms.
- Creates permits; sub-contractors: electrical, plumbing; mechanical - takes payments (cash or check).
- Creates and maintains licensed contractor roster.
- Verifies all contractor licenses - Home builders, General Contractors, Electrical, Mechanical, Plumbing.
- Updates website with current information.
- Performs other duties as assigned.

QUALIFICATIONS:

- High School diploma/GED and one (1) year of related experience, or equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of county and department policies and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of computers and other modern office equipment.
- Skill in operating such office equipment as a computer, calculator, copier, and facsimile machine.
- Skill in the use of job related software programs.
- Skill in public and interpersonal relations.
- Skill in supervising, training, and coordinating the work of others.

- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with County activities and policies

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. Interested applicants may also fax a completed application to (334) 737-3609 or email to humanresources@leeco.us by the closing date.

Previous applicants should reapply. For more information visit: www.leeco.us.

*Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on **race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information** or any other characteristics protected by law. *To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).**