



Grant County Fiscal Court Job Description

Administrative Assistant (8:30am-4pm)
Starting Annual Salary: \$30,000

Building Inspection
Level 1

Job Summary

This is a responsible clerical position within the Building Department with duties pertaining to typing, filing and processing citizen inquires for the Department. The Administrative Assistant is responsible for keeping thorough and accurate permit records within the Grant County Building Department, as well as for working with other County Department, agencies and the general public. This person must have knowledge of County policies and ordinances.

Major Essential Duties

- Issues building permits
- Types plan review correspondence
- Performs data entry of permit applications and information
- Coordinates and posts daily revenue
- Assists visitors with permit applications and drawings
- Organizes and files building plans and related documents
- Answers and assists callers with information on permit status, takes messages, or transfers calls to appropriate individuals
- Sets up and maintains paper and electronic filing systems for records
- Learn to operate new office technologies as they are developed and implemented
- Arranges meetings, schedules appointments, and maintains calendars

Minor Essential Duties

- Performs general housekeeping, (trash, sweeping)
- Keeps front desk area organized and professional in appearance
- Distributes incoming/outgoing mail and inter-office correspondence
- Performs other related work as required

Qualifications

Education and/or Experience

- Graduation from a standard high school or GED
- Has knowledge and experience of relevant software applications – spreadsheets, word processing, and database management
- Has knowledge of administrative and clerical procedures
- Is proficient in spelling, punctuation, grammar and other English language skills
- Has the ability to read variety of informational documents, codes, maps and procedures manuals

Other Knowledge and/or Skills

- Proficient knowledge of computer systems and software, office machines and supplies



- Ability to reconcile daily permit receipts and revenue.
- Knowledge of County ordinances such as those relating to building codes and flood damage prevention
- Knowledge of County roads, streets and of general direction
- Ability to learn to read and interpret residential building plans
- Keeps thorough, accurate records
- Communicates clearly and concisely, orally and in writing
- Communicates with all levels of staff and the general public

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Adherence to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Grant County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be 18 years or older
- Personal integrity and no felony convictions

Date Approved: 04-23-2021

A handwritten signature in blue ink, appearing to be "Charles D. [unclear]", is written over a horizontal line.