

**NON-EXEMPT  
WAGE SCALE--GRADE 5**

**TOWN OF RAYMOND  
CODE ENFORCEMENT  
ADMINISTRATIVE ASSISTANT**

**NATURE OF WORK:**

This full-time position provides administrative support to the Code Enforcement Department. An employee of this class reports directly to the Code Enforcement Officer. Must be organized with the ability to multi-task as the majority of the work is independent. Also acts as reception for the Code Office and surrounding offices.

Duties include general office work, data entry, customer service and record keeping.

**EXAMPLES OF WORK: (Illustrative Only)**

Answer telephone and respond to inquiries providing necessary information

Fields complaints

Answer basic questions regarding Town ordinances and application procedures.

Assists applicants in the completion of permit applications

Assist citizens and real estate professionals with property location, identity, land use, zoning and scanning or photocopying documents

Pulls case files

Acts as cashier, credit cards over the phone, handles cash, collections

Assist with the issuing of building, septic, and plumbing permits

Provide forms for citizens and developers for the completion and submission of a variety of municipal building permits

Maintain databases for all permits such as: building permits, septic designs, plumbing permits

Maintains all files, electronic and paper

Perform related work as required, including working with other departments when necessary

Maintains calendars for the Code Enforcement Officers, schedules meeting and appointments, site visits, inspections

**REQUIREMENTS OF WORK:**

Knowledge of business English, grammatical construction, spelling, punctuation and arithmetic, and possession of an excellent vocabulary

Knowledge of modern office practices, procedures and equipment

Ability to rapidly acquire considerable knowledge of administrative, operational and procedural regulations and practices of the various departments

Basic understanding of planning, zoning and building procedures

Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such records

Ability to establish and maintain effective working relationships with outside agencies, municipal officials, employees and the general public

Considerable knowledge of the geographic layout of the Town and/or the ability to find such information quickly

**PHYSICAL DEMANDS:**

The physical demands described here 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.

While performing the duties of this job, the employee is frequently in a sitting position, works on a computer, frequent reaching for tools/objects with hands and arms, requires the use of hand and eye coordination, must have the ability to communicate verbally and be able to hear. The employee is occasionally required to walk to various areas within the building to include going up and down stairways.

The employee must occasionally lift and/or move objects weighing up to 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet but can be subject to various communications occurring that may cause disruption or lack of concentration.

**DESIRABLE EXPERIENCE AND TRAINING:**

Graduation from High School or equivalent required. Experience in basic clerical skills and customer service. Must be experienced with Microsoft Office Products and have a high aptitude for learning to use new software

Associate Degree with emphasis on office administration and business administration is preferred