

## **BUILDING SECRETARY**

### **Job Summary**

Performs highly responsible secretarial work, develops office procedures and answers routine inquiries.

### **Supervision Received**

Works under the general supervision of the Building Official who outlines departmental policy, makes work assignments, and, along with the Fire Chief, evaluates work in terms of effectiveness of results. Performs duties with some independence, exercises judgment and tact in answering inquiries and determining correct courses of action and matters warranting the Building Official's attention.

### **Supervision Exercised**

None.

### **Examples of Duties**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

1. Receives visitors at counter and answers incoming telephone calls, providing information based on some knowledge of State statutes, ordinances, and Department rules and regulations, or refers caller to appropriate respondent. Receives complaints and requests for service with regard to building, health, sanitation, and historical issues.
2. Accepts applications for Building Permits; reviews Permit applications; submits applications to Building officials for approval; distributes issued Permit to applicant.
3. Schedules appointments for inspections; enters appointment information in computer database.
4. Prepares Certificates of Occupancy; submits Certificates to Building Inspector for approval; enters information in computer database; distributes issued Certificates of Occupancy to applicants.
5. Types a variety of correspondence, memoranda, forms, and reports; takes and transcribes dictation. Types material in final form assuring spelling, grammar, and punctuation are correct.

6. Maintains filing system, including tax map and lot files; maintains reference file of correspondence, memoranda, and a variety of other materials.
7. Compiles statistics for departmental reports; prepares and maintains information.
8. Distributes Department mail.

Performs other related duties as required.

**Knowledge, Skills, and Abilities Required**

Good knowledge of modern office procedures. Good knowledge of operations particular to department assigned. Good knowledge of business English, spelling, vocabulary and arithmetic; ability to type accurately and rapidly; ability to transcribe letters and reports; ability to communicate in oral and written form; ability to maintain accurate records and files; ability to use computer equipment; and the ability to establish and maintain effective working relationships with other departments, employees and the general public.

**Minimum Qualifications Required**

High school diploma or equivalent supplemented by specialized training in similar responsible secretarial skills, familiarity with using computers for a variety of general office tasks, and two years experience in secretarial work, including customer service work; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

**Cognitive and Sensory Requirements:**

- Talking: Necessary for communicating with others
- Hearing: Necessary for taking instructions and receiving information.
- Sight: Necessary for doing job effectively and correctly.

**During an 8-hour day, employee is required to:**

Consecutive Hours:

Sit 1 2 3 **4** 5 6 7 8  
 Stand 1 **2** 3 4 5 6 7 8  
 Walk **1** 2 3 4 5 6 7 8

Total Hours:

Sit 1 2 3 4 5 **6** 7 8  
 Stand 1 **2** 3 4 5 6 7 8  
 Walk 1 **2** 3 4 5 6 7 8

**Environment:** Inside 95% Outside 5%

**Equipment Used:** Typewriter, computer, telephone, copy and fax machine, dictating equipment, calculator.

**Hand Manipulation**

Grasping: Frequently required  
Handling: Frequently required  
Torquing: Occasionally required  
Fingering: Frequently required

**Controls and Equipment:**

Computer, typewriter, calculator, copy machine, fax machine, telephone.

**Licensure / Certification Requirements:** None

**Other Training, Skills and Experience Requirements:** None

**Specific Vocational Preparation Requirements:**

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days
- 3. 30 – 90 days
- 4. 91 – 180 days
- 5. 181 days to 1 year
- 6. 1 to 2 years
- 7. 2 to 4 years
- 8. 4 to 10 years
- 9. Over 10 years

**Physical Activity Requirements**

**Primary Physical Requirements**

Lift up to 10 lbs. : Occasionally required  
Lift 11 to 25 lbs. : Rarely required  
Lift 26 to 50 lbs. : Not required  
Lift over 50 lbs. : Not required

Carry up to 10 lbs. : Occasionally required  
Carry 11 to 25 lbs. : Rarely required  
Carry 26 to 50 lbs. : Not required  
Carry over 50 lbs. : Not required

Reach above shoulder height: Occasionally required  
Reach at shoulder height: Frequently required  
Reach below shoulder height: Occasionally required

Push / Pull: Not required.

**Other Physical Considerations**

Twisting: Rarely required  
Bending: Occasionally required  
Crawling: Not required  
Squatting: Occasionally required  
Kneeling: Not required  
Crouching: Not required  
Climbing: Not required  
Balancing: Not required

**Work Surface (s):** Standard office desk and chair. Wood and tile floors.