

CITY OF FRANKLIN
Job Description

Job Title: Secretary

Department: Inspection Services

Reports To: Director of Inspection Services

Salary Level: Salary Grade 2

FLSA Status: Non-Exempt

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Prepared Date: March 2019

Approved By:

Approved Date:

GENERAL PURPOSE

Provide secretarial services in support of department objectives and coordinate office operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Compose, type, and edit a variety of correspondence, reports, memoranda, and other materials.

Receive and perform preliminary checks of building plans, surveys, and specifications submitted for permit applications.

Prepare application forms for all permits.

Coordinate and schedule inspections to be made by the building, plumbing, and electrical inspectors, and engineering technicians, for drive approach permits.

Maintain records and files, including plumbing, building, soil erosion, drive approach, culverts, hydrant use, and sign permits.

Establish and maintain filing systems, control records, and indexes.

Prepare various detailed monthly and yearly reports for federal and state governments, local utilities, and city use.

Enter permit records into various computer databases and coordinates occupancy reinspections for the inspectors.

Meet with contractors, owners, and the general public to answer general questions regarding building, housing, signs, and soil erosion codes.

Coordinate the agenda for the architectural board, mail required notices, and transcribe minutes.

Serve as cashier and post money to appropriate accounts.

Other duties as assigned by the Director of Inspection Services.

PERIPHERAL DUTIES

Process various types of permits.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from high school or GED equivalent with specialized course work in general office practice and, two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience. Must be able to type 40 wpm.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Necessary Knowledge, Skills, and Abilities

Working knowledge of zoning and building codes and the ability to generally explain their requirements.

Skill in operation of listed tools and equipment.

Ability to present and communicate ideas and concepts with the public, verbally and in writing.

Ability to maintain effective work relationships with other departments, appointed officials, elected officials, and the public.

Ability to make independent judgments which have moderate impacts on the organization.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Inspection Services.

SUPERVISION EXERCISED

None.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

None.

TOOLS AND EQUIPMENT USED

Personal computer including word processing, GIS, and GOVERN software, copy machine, fax machine, calculator, radio, and telephone.

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 required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

The work is performed primarily in an office setting. The noise level in the work environment is moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.