

Pocomoke City Government seeks a Codes Administration Assistant

CODES ADMINISTRATION ASSISTANT SUMMARY

Full time position with City Benefits.

Performs a variety of administrative and staff support duties for the Codes Department, which requires a strong range of skills and knowledge of organizational policies and procedures. Assists visitors with any administrative problems and inquiries; composes, edits correspondence and reports, data base management, as well as prepares a range of Codes related documents.

DUTIES AND RESPONSIBILITIES:

- Coordinates and performs a range of staff support activities for the Codes Office.
- Provides administrative services for the department such as answering telephones, assisting visitors, and resolving and/or referring a range of codes related problems and inquiries.
- Assist applicants in completing all pertinent forms utilized within the office (building permits, zoning permit, Zoning Hearing Board applications, septic permit applications, etc.)
- Data entry, filing and distribution of all building, zoning and other issued permits.
- Scheduling of inspections for associated permits on the applicable permitting software.
- Generation and distribution of all monthly Codes Office reports.
- Responsible for the general organization and recordkeeping of correspondence associated with the Codes Office to include offsite storage files.
- Responsible for the processing, preparation, filing, advertisement, distribution and recordkeeping.
- Conduct property site inspections for violations, complaints or zoning permits when deemed necessary by the Codes Director.
- Creation and issuance of enforcement notices and orders to persons, firms or organizations deemed to be violating the regulations of the ordinances.
- Ability to work independently and with direction.

- Must occasionally lift and/or move up to 25 pounds.
- Performs miscellaneous job-related duties as assigned.

MINIMUM JOB REQUIREMENTS

- High school diploma or GED and a Valid Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to communicate effectively, both orally and in writing.
- Ability to gather data, compile information, and prepare reports.
- Strong records maintenance and organizational skills.
- Ability to maintain calendars and schedule appointments.
- Database management skills.
- Ability to analyze and solve problems.
- Ability to make administrative/procedural decisions and judgments.
- Ability to record and transcribe meeting minutes.
- Receptionist skills.

Interested candidates may email a cover letter and resume to Mike Wyatt, Code Enforcement Officer, at mike@pocomokemd.gov.