



**CITY OF MASSILLON BUILDING DEPARTMENT  
JOB DESCRIPTION**

**CLASSIFICATION**

<b>Title:</b>	Administrative Assistant - Permit Assistant (Part-Time)	<b>Civil Service Status:</b>	Part-Time Classified (9S CL)
<b>Department:</b>	Building	<b>FLSA:</b>	Non-Exempt
<b>Bargaining Unit:</b>	N/A	<b>Bargaining Unit Approval</b>	N/A
<b>Immediate Supervisor:</b>	Office Manager	<b>Positions Supervised:</b>	N/A

**DEFINITION**

Under general supervision, the Building Department Part-Time Administrative Assistant/Permit Assistant assists local architects, engineers, contractors and homeowners by providing routine and technical information related to the issuance of permits, provides information regarding code requirements and ordinances and assists the public in completing required applications and other required forms for permits within the City.

**CHARACTERISTIC WORK**

- Provide information at the counter, by telephone and through correspondence in response to relatively routine questions regarding building ordinances and codes, building permit application process and procedures; assist the public in completing applications and other necessary forms
- Review applications; accept construction plans and plan documents for permit processing, and calculate fees for building, plumbing, mechanical, electrical permits; assist in the field inspection scheduling system
- Direct the public to various City departments for information necessary to apply for permits; accept construction plans for appropriate departmental personnel to check; process contractor registrations, verify workers' compensation and valid contractor registrations with the City
- Sort and route permit application packages; help maintain a variety of building and planning-related records; utilize information systems as required for processing, filing and managing of records associated with applications, permits, and other systems as required
- Calculate and collect permit fees; log and process complaints; assist the Chief Building Official and all Building Department staff
- Answer the phone (on first or second ring) to field calls for the Building Department & Code Enforcement
- Wait on customers at the front counter
- Assist with processing building, heating, plumbing, electrical, and low voltage permits
- Assist with processing Contractor Registrations (General Contractors, Home Improvement, Electrical, Plumbing, Heating, Low Voltage & Fire Suppression)
- Process Code Enforcement Vacant Registrations, Foreclosed Structure Registrations, and Non-Owner-Occupied Registrations
- Answer numerous questions from contractors and residents by phone and email daily
- Complete all Building Department office filing
- Other duties as assigned by management

**JOB-RELATED QUALIFICATIONS**

Knowledge of office practices, procedures and records management practices. Ability to learn and apply departmental policies and procedures affecting the review and acceptance of permit applications and commonly used building codes and ordinances; understand the relationship between City zoning ordinances and building code requirements; follow verbal and written instructions; communicate effectively in both verbal and written form; establish effective working relationships with customers, departmental staff, and City staff; keep accurate records. Must be experienced with Microsoft Word, Microsoft Excel, Internet, and Email.

**SPECIAL REQUIREMENTS**

Ability to learn, retain, interpret and communicate technical and complex information, terminology, policies and procedures; work effectively with a wide variety of people; maintain composure under difficult circumstances; and manage workload priorities. Ability to use time wisely and keep busy with office work during slower periods.

**MINIMUM QUALIFICATIONS**

High school diploma or equivalent. Possession of a valid State of Ohio driver's license. Five years of office work as an Administrative Assistant or similar. Experience with records management. High proficiency with computer skills. Strong organizational skills. Ability to read and understand a wide range of materials. Time management, prioritization and multitasking abilities.