



## Massillon Civil Service Commission

# ADMINISTRATIVE ASSISTANT/ PERMIT ASSISTANT BUILDING DEPARTMENT (PART-TIME)

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### CLASSIFICATION

Title:	Administrative Assistant / Building	Civil Service Status:	Part-time classified
Department:	Building	FLSA:	Non-Exempt
Bargaining Unit:		Bargaining Unit Approval:	N/A
Immediate Supervisor:	Chief Building Official and Office Manager	Positions Supervised:	N/A

### Description

Under general supervision, the Building Department Administrative 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 forms for permits within the City.

### Job Duties

Answer the phone (on first or second ring) to field calls for the Building Department ● Help existing staff process overflow of registrations, which include: Electrical Contractor, Journeyman, Apprentice registrations, Plumbing Contractor and Plumbing Journeyman registrations, Heating Contractor Registrations and Home Improvement Registrations. ● Help Existing Staff process overflow of permits, which include: Building, Electrical, Heating and Plumbing permits.

- Email customers information that they requested and answer incoming emails.
- Help existing staff process permits and registrations that are made by credit card payments online.
- Complete all office filing.
- Other duties assigned by management

### Experience / Education Required

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In addition to the following, candidates for hire must successfully complete a pre-employment background check and drug test prior to appointment:

- Possess a High School Diploma or GED ● 5 years of office work as an Administrative Assistant or similar o Experience with records management

- High Proficiency of Computer Skills — including Microsoft Office
- High Proficiency of experience or understanding of billing and payables
  - Must possess a valid Driver's License
- Strong organization Skills
  - Ability to read and understand a wide range of materials
  - Time management, prioritization and multitasking abilities

Hours: Monday — Friday 10:30 AM — 2:30 PM (Ability to be flexible at times up to 29hrs/wk.)

## BENEFITS

### Sick time only

Pay \$18.17 - \$20.36

APPLICATION REQUIREMENTS: Please submit an online application at:

<https://massillonohio.gov/iobs>

Upon submission of your application, Resume and cover letter, you will be notified with an invitation to the exam. Always include your contact information on all correspondence.

## PASSING SCORE & BONUS

The minimum passing score is 70%

Twenty percent (20%) is the maximum total bonus credit available added to passing scores

(70%) e Veteran's Preference

Upon receiving a passing score, any applicant discharged from the Uniformed Services or transferred to the Reserves with evidence of satisfactory service, who is a resident of this state and any member of a reserve component of the Armed Forces of the United States, including the Ohio National Guard, with more than one hundred eighty days (180) of active duty service pursuant to executive order of the President of the United States or an act of the Congress of the United States, shall receive additional credit of twenty percent (20%) of the total score earned in the written examination.

A member in good standing who successfully completes initial entry-level training, or a retired member of a reserve component of the Armed Forces of the United States, including the Ohio National Guard, shall receive a credit of fifteen percent (15%) of the person's total grade given in the written examination provided a passing grade is attained. Applicants must submit a certificate of service or Honorable Discharge (Form DD 214 — Long Version) as proof of honorable military service at the time of filing the application to receive credit.

### • College Degree

Upon receiving a passing score, an additional ten percent (10%) of the total score earned in the written examination shall be given to all applicants who have earned an Associate's Degree in a like field

Upon receiving a passing score, an additional fifteen percent (15%) of the total score earned in the written examination shall be given to all applicants who have earned a Bachelor Degree