

JOB DESCRIPTION
Administrative Assistant
Pay Range A4
Department of Community Development

Job Title: Administrative Assistant

Reports To: Housing Manager

Supervises Directly: None

Supervises Through Subordinates: None

Purpose for the Position:

To perform any combination of the following or similar duties requiring extensive knowledge of data management systems (including hardware and software), computer skills, research skills, and modern office procedures to effectively and efficiently coordinate the office functions of the Division of Code Compliance.

Essential Responsibilities:

Serves in a fiduciary capacity for the Housing Manager and as the initial contact/resource person for the department; screens calls, visitors and mail; provides technical support to the public regarding departmental policies, procedures, services and operations.

Ability to multitask in a demanding and quick paced office atmosphere and provide administrative support as requested to the Housing Manager and Code Enforcement staff by providing secretarial, and staff support; make travel arrangements as needed; answer telephone, convey and route messages, schedule meeting rooms and run errands.

Responds to complaints and inquiries from the public in a polite and professional manner by either providing information or by routing them to the appropriate department or staff member.

Writes, types, proofreads and produces final copies of a wide variety of reports, letters, memoranda, forms, spreadsheets, statistical charts, types from rough draft or verbal instruction or transcribing machine recordings; independently composes letters, departmental documents, memoranda, or basic reports from general instructions or information related to assigned responsibilities; copies, coordinates and distributes various office documents and related materials.

Initiates and maintains a variety of files and records for information related to the department, including but not limited to resolutions and ordinances, budget, purchasing, personnel, payroll, and other records to assist in the management or administration of departmental programs; ensure proper filing of documents in departmental or central files; maintains and updates resource materials; maintains departmental files and Code Enforcement case information.

Enters information into computer, using keyboard, to prepare correspondence, bills, statements, receipts, checks, or other documents, accurately copying information from one record to another.

Runs database queries for various weekly, monthly and yearly reports.

Maintains, stocks and orders office supplies.

Confers with other team members and participates as team member to efficiently resolve problems as they occur.

Sorts, files, maintains and destroys records as provided for in Retention & Destruction policies as established by department and State of Ohio.

Must be able to read and interpret City of Sandusky Codified Ordinances and the International Property Maintenance Code in order to implement and follow proper legal procedures.

Prepares annual rental registrations and creates files, mails annual registration notices, inspection notices; receives payment of fees, issues receipts, maintains financial records of transactions and tracks late registrations and invoices for late fees.

Invoices and records semi-annual mandatory inspection fees and administrative penalties.

Tracks delinquent inspection fees and administrative penalties and compiles and transfers the necessary paperwork to the designated collection agency for collection.

Works with the departments of Customer Accounting and Public Works to ensure accurate billing and certification of weed and nuisance abatements.

Assists in the administration of the Land Reutilization Program.

Documents, records, and inputs into data base housing, nuisance, animal control, and zoning complaints precisely and politely from the public.

Assists in the general administration of the Land Reutilization Program; documents, records, and inputs into data base information regarding property transactions; updates the Land Bank inventory; runs errands, and interacts with title agencies, taxing districts and public officials.

Refers all complaints not related to housing, nuisance, animal control, zoning or Land Bank issues to the proper department.

Maintains all program files.

Inputs and maintains file information into Access or Excel database and Zone Pro on all housing, zoning, animal control and nuisance related complaints.

Ensures easy access to information in order to answer questions from Code Compliance Officers, property owners, occupants, complainants and general public.

Schedules housing, nuisance, zoning, animal control and Land Bank inspections; sets-up daily, weekly, monthly and yearly inspection schedules for Code Compliance Officers with necessary forms, paperwork and any other pertinent information needed to perform inspections.

Obtains quotes for nuisance abatement activities, orders placement and removal of dumpsters; tracks search warrant timelines and requests motion to dispose of items from Prosecutor.

Tracks all housing, nuisance, zoning and animal control violations through each stage of the complaint, notification and inspection process as required by the Ohio Revised Code and City of Sandusky's Codified Ordinances using proper procedures to ensure that each stage is completed within the appropriate time period.

Must be able to apply the laws of the State of Ohio regarding certification of service and due process.

Completes certified mailing forms, mails and tracks certified mail service, and maintains a timeline to ensure due process.

Completes and delivers outgoing mail sent by certificate of mailing to the post office for official postal date stamp.

Tracks mail service and maintains timeline to ensure due process.

Sorts and delivers the department's incoming mail.

Receives, sorts, files and updates Zone Pro and all other pertinent databases of all change of ownership and rental status notifications from title agencies.

Searches land records at the Recorders Office, Common Pleas Court and Probate Court to establish property ownership and retrieves all pertinent information regarding status of property pertaining to legal process, including notification and contact information.

Researches foreclosures and probate cases on a regular basis at the Common Pleas Court by tracking and updating progress of cases.

Researches and tracks sheriff sales on foreclosed property until confirmation is signed by the judge in order to establish proper billing certification as required by law and to identify new property ownership.

Prepares correspondence and notices, conducts property research, maintains files and databases for condemned properties, including demolition.

Serves as clerk, prepares the agenda and records the minutes of the Housing Appeals Board.

Tracks and maintains animal trap list for Animal Control Officer.

Dispatches messages to Code Compliance Officers that are in the field via cell phone.

Performs a variety of skilled and semi-skilled tasks.

Ability to understand and communicate written instructions.

Related and other duties as required.

Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.

Must report for work at required time and date and maintain a responsible attendance record.

The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.

The avoidance of violent behavior that threatens the safety of other employees.

Skills and Abilities:

Must be able to read and understand the City of Sandusky Codified Ordinances, International Property Maintenance Code, Ohio Revised Code and Ohio Civil Rules of Procedure in order to follow legal procedure and ensure due process.

Use postage machine to properly post mail.

Considerable knowledge of modern accounting principles, mathematics and accounts payable procedures.

Knowledge of modern office procedures, practices, equipment and data processing fundamentals.

Knowledge and skill of computer data entry and retrieval required.

Follow procedures for keeping records.

Use eyes, hands, and fingers at the same time to enter figures in books and forms, or to operate a calculator or personal computer.

Perform work that is routine and detailed.

Read and copy large quantities of numbers without error.

To deal courteously with employees, department heads and public by telephone or in person.

To maintain an effective working relationship with other employees.

To work under stressful conditions, due to time constraints.

Specific Computer Skills Required:

Thorough knowledge of Microsoft Office, specifically Access, Excel and Word programs.

Ability to create and store templates for field forms, form letters and violation notifications.

Thorough knowledge of Boolean search language in order to perform accurate internet searches.

Must be able to run database queries to create spreadsheets and reports.

Ability to link pertinent tables from a large field of databases in order to retrieve specific information.

Ability to use mail merge capabilities to print envelopes and labels from database.

Ability to create shared documents on Outlook for effective and easy retrieval of information between departments.

Physical Demands:

Sedentary Work: Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, or pull, or otherwise move objects, including the human body. Sedentary work involves

sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Environmental Conditions:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered “inside” if the worker spends approximately 75 percent or more of the time inside.

Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.

Reasoning & Development:

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Mathematical Development:

Deal with system of real numbers; algebraic solution of equations; and probability and statistical inference. Apply fractions, percentages, ratio and proportion.

Language Development:

Reading: Read and understand instructions, safety rules, etc.

Writing: Write reports with proper format, punctuation, spelling and grammar, using all parts of speech.

Speaking: Speak with poise, voice control and confidence, using correct English and well-modulated voice.

Relationships to Data, People and Things:

Data: *Compiling:* Gathering, collating, or classifying information about data, people or things. *Reporting and/or carrying out a prescribed action in relation to information is frequently involved.*

People: *Taking Instructions-Helping:* Helping applies to “non-learning” helpers. No variety of implicit wishes of people are involved in this function.

Things: *Operating-Controlling:* Starting, stopping, controlling and adjusting the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or materials as the work progresses. Controlling involves observing progress of operations and turning devices to regulate reactions of materials.

To do this job, you must have the following licenses or certifications before being hired:

Valid Ohio Driver's License

To do this job, you must have the following amount of total education and/or experience:

(If hiring someone into this position, what would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success?)

High School Diploma or equivalent.

A minimum of two years of secretarial and/or office experience as well as extensive experience with various types of computer software.

Notary Public for the State of Ohio or the ability to obtain within six (6) months of being placed in this position.