

**Town of North Yarmouth - Administrative Assistant to
Code Enforcement Officer and Assessor Job Description**

Class Title: Administrative Assistant

Class Title II: N/A

Reports to: Code Enforcement Officer/Planner (CEO) and Tax Assessor

Classification: Permanent Full-time

Location(s): Town Office

Hours: 40 weekly

Status: Hourly

NATURE OF WORK

The primary function of this position is to provide administrative support to the Code Enforcement Officer and the Tax Assessor. This position makes an essential contribution to municipal operations and plays a significant role in the flow of information to and from these areas of service. This position requires performing a variety of duties and administrative tasks. Administrative tasks include but are not limited to typing, transcribing, research, spreadsheets, mailings/distributions, phone calls, communications, data updating, recordkeeping, and scheduling. The position requires attendance at evening meetings (1 per month) of the Planning Board, Zoning Board of Appeals (as needed-infrequent), and Board of Assessment (as needed-infrequent).

MINIMUM QUALIFICATIONS

Education / Experience - Graduation from high school or equivalent, supplemented with courses in bookkeeping, office administration, and computer operations. Proficiencies in areas of administrative and clerical duties, bookkeeping assignments, and overall office practices are required. Any equivalent combination of education, experience, and training is acceptable.

SUPERVISION RECEIVED/EXERCISED

Received: Work is performed under the oversight of the Town Manager with considerable judgment and discretion in accordance with applicable laws, codes, and ordinances. The Code Enforcement Officer and Town Manager (Tax Assessing) reviews all work via reports, discussions, observations, and results achieved.

Exercised: This position has no supervisory authority over other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The described duties henceforth shall be duties applied unless determined to be unnecessary.

- Provides code information as requested by individuals, banks, lawyers, realtors, and developers.
- Documents complaints of possible code violations.
- Prepares a variety of written communications, including reports, correspondence, and public notices.
- Reviews applications for completeness.
- Provides assistance to applicants in completing departmental forms.
- Coordinates with other municipal departments in work-related processes and communications.
- Works to expand and maintain the town's GIS system.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent time management skills and the ability to prioritize work.
- Detail oriented with the ability to work independently and produce timely and accurate work.
- Strong organizational, problem-solving, multi-task, accurate recordkeeping skills, and the ability to adapt to changes.
- Familiar with operating characteristics of a general office environment and or municipal service.
- Excellent verbal communication skills and considerable knowledge of business English, grammatical construction, spelling, punctuation, arithmetic/mathematics, and possession of an excellent vocabulary.
- Establish and maintain effective working relationships with co-workers, and municipal officials, and the ability to deal with the general public in an appropriate and courteous manner.
- Proficient computer skills; the ability to operate computer software programs, internet operations, email, equipment, the ability to adapt to changes as necessary, and operating knowledge of standard office equipment.

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- Ability to employ sound judgment in making decisions; resourcefulness in meeting new problems within established operating procedures and the ability to use discretion with regards to confidential issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General:

- Effectively interaction with co-workers, elected officials, and others within the organization to ensure the goals of the municipality are achieved.
- Effectively contribute to the flow and sharing of information between staff and the CEO, Assessor, and Town Manager, as well as all other interested parties.
- Assume a point of contact for the Code Enforcement office.
- Organize and schedule appointments.
- Ensure smooth and efficient day-to-day operations of the Code Enforcement office.
- Prepare reports and written correspondence as directed and apply various written/oral communication to facilitate day to day activities.
- Compose and distribute email, correspondence memos, letters, faxes, forms, etc.
- Manage inquiries or complaints and refer them to the CEO/Assessor for answer or action and keep the CEO/Assessor informed on all matters that may need detailed inquiry and response.
- Explain general practices and requirements to the general public; explains the status of pending matters as authorized by the CEO/Assessor.
- Sort, process, distribute, and file correspondence and other materials, determine proper file designations; organize and revise as needed.
- Provide technical and/or general material(s) to municipal officials as directed by a supervisor.
- Assists other town departments with information and interdepartmental operation related to the Code Enforcement Office.
- Prepares and maintains departmental records and reports and research information as requested.

Code Enforcement Office (specific):

- Invoice and collect shared services (Pownal) for CEO duties.
- Obtain CEO allowance reports on a timely basis.
- Attend Planning Board meetings; transcribe meeting minutes for Planning Board approval; maintain all records for archival purposes.
- Transcribe for approval all Planning Board Finding of Facts.
- Provide minimal assistance to the Planning Board as needed or as requested through the CEO.
- Coordinate and confirm all required Zoning Board of Appeals meetings.
- Attend all Appeals Board meetings; transcribe meeting minutes for Appeals Board approval.
- Monitors and prepares plumbing reports for payment to the state.
- Update the CEO and Planning Board website pages with the material, data, and current information.

Assessing Office (specific):

- Assist the public on inquiries related to property tax.
- Provide general administrative assistance to the town Assessor as needed to maintain documents related to property tax records.
- Coordinate and confirm all required Board of Assessment Review meetings.
- Attend all Board of Assessment Review meetings; transcribe meeting minutes for Assessment Board's approval.
- Print off deeds received from the county, provide to the Assessor and save to a network.
- Copy Transfer tax forms from the state, posting one copy in the public binder, and providing the Assessor with a copy.

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- Enter Homestead exemptions, Veteran's exemptions, straight property Transfers, and Building Permits into software programs.

SPECIAL REQUIREMENTS

- Possess a valid appropriate State of Maine motor vehicle operator's license.
- Maintain all requirements as described under Maine Statute.
- Computer literacy and experience with Microsoft Office products and other municipal software products.

TOOLS AND EQUIPMENT USED

The employee frequently uses computers, printers, calculator, fax machine, photocopier, other office machines, and an automobile.

SAFETY

As mandated by law and the Town of North Yarmouth employee is required to attend annual safety training as provided by Town administration.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform vital functions.

While performing the duties of this job, the employee is regularly required to sit, talk, see, hear, and/or use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and/or kneel. The employee is occasionally required to walk, squat, crouch, bend, and/or reach.

The employee must occasionally lift and/or move up to 25 to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 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 usually works indoors in an office setting, but occasionally visits other department sites.

The noise level in the work environment indoors is usually medium to quiet.

EMPLOYMENT DIRECTIVES

A formal application, a rating of education and experience, oral interview, a reference check, and a background check. 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.