

## **JOB DESCRIPTION**

**Position Title:** Administrative Assistant to the Shared Lee, Lenox, Great Barrington & Stockbridge Building Department

**Department:** Lee Town Hall Building Department

**Definition:** Administrative work to support the daily operation of the Building Department office; all other related work as required. Office location is in the Great Barrington Town Hall.

**Supervision:** Works under the direction of the Building Commissioner and Building Inspectors.  
**Primary Role and Responsibility:** Provide administrative support to the Lee, Lenox & Great Barrington shared Building Department.

### **Required Tasks and Duties:**

- Provide administrative and technical support to all visitors
- Maintains files and processes filing fees for applications
- Greet Town Hall customers
- Provide timely, accurate information
- Hand out necessary forms for customers to fill out, and assists applicants in filling out applications
- Generates statistical and standard record reports
- Files and stores building permits, drawings and certificates of occupancy and inspections
- Provide monthly turnovers to the Collector
- Submits yearly annual town report
- Places all office orders
- Answers phone, returns phone messages and directs them to the inspectors
- Answer e-mails and distributes mail to the inspectors
- Input data into Permiteyes, E-file, and other shared programs
- Receive forms, process in a timely manner
- Prepares records requests and emails or mails them as directed
- Prepare insurance correspondence to owners

### **Necessary Skills:**

- Effective, clear communication skills, both verbal and written
- Customer service background
- Ability to proficiently use: Microsoft Office, specifically Excel and PowerPoint
- Strong administrative and organizational background and experience
- Ability to read maps, deeds, and other documents and input important information from these documents into a computerized system
- Data entry
- Proven ability to work with a team, some members on site and some members off site
- Willing to learn new skills, attend trainings and continuing education opportunities
- Must be a motivated self-teacher and learner.
- Must be confident in multi-Tasking and working independently and staying on task and schedule

### **Education and Experience:**

High school graduate including or supplemented by business training.

Minimum two years college or two years' work experience in an office setting, including exposure to public contact and experience with office software.

**Knowledge, Ability and Skill:**

Good communication and organizational skills. Neat and legible handwriting. Strong typing skills. Ability to maintain confidentiality of information.

**Office Environment:**

Hours of work are roughly 8:30 a.m. and 4:00 p.m. M-F. Makes frequent contacts requiring perceptiveness and the ability to deal with other town departments, realtors, property owners, attorneys, bank officials and federal and state government agencies.

**Physical Qualifications:**

Work is typically office-type, but includes some walking, standing, bending and carrying items such as maps, files, and ledger books. Work may include assistance in the field. While in the field, the employee is required to stand and walk over varying surfaces, including property in various stages of construction.