



JOB DESCRIPTION

Title: Fire Department Inspectional Services Secretary

FLSA Status: Non Exempt

Effective Date: 7/14/17

GENERAL PURPOSE

Under supervision from the Fire Chief, the Building Department Secretary will perform the duties of which include working with building contractors, real estate companies, and residents. Will field telephone calls, public contact and schedule inspections. Will perform all duties as assigned by the Fire Chief.

The person that holds this position will be responsible for assisting in all other areas of the administrative office, including but not limited to cashier, sorting of mail assisting residents (i.e. issue and record vehicle stickers, issue animal licenses, register voters), answer phones and any other duties as need.

ESSENTIAL FUNCTIONS:

- Issues Contractor Licenses, which will include calculating and accepting the fees
- Issues Building Permits, which will include calculating and accepting the fees
- Schedules Inspections, and notify the Inspectors of all scheduled inspections
- Issue Real Estate Transfer Stamps, Exempt Stamps and collect the fees for the transfer stamps
- Prepare and send out annual pool inspection letters
- Prepare and send out annual renter inspections
- Prepare & maintain court fines documents
- Attend monthly court hearings
- Filing Reports
- Fire Department Record Keeping
- Prepare FOIA reports as assigned by the FOIA Officer
- Prepare and send out landlord crime free housing letters
- Process POS inspections and maintain corresponding escrow documents
- Handle collection resolutions
- Record and follow up with property maintenance complaints
- Mail court summons for constituents in violation of the village code of ordinances
- Utilize municipal court systems and other appropriate database for safe and efficient record keeping
- Orchestrate Zoning Commission meetings and advertise accordingly

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; stoop, kneel, or crouch.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 20 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 Village may be a busy facility. The Office Support Worker may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of residents, clients, and contractors. The Office Support Worker may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required task.

Equipment

- | | | |
|------------|---------------|---------------------|
| Phone | Computer | Credit Card Machine |
| Copier/Fax | Cash Register | |

Department/Division Approved By: _____ Date: _____

Employee's Signature: _____ Date: _____