



Life's Just Better Here

POSITION DESCRIPTION

Department: Police Department
Position Title: Code Compliance Administrative Assistant
Job Code: 2117
Level / Grade: A2 / 2
FLSA Status: Non-Exempt

GENERAL DESCRIPTION OF DUTIES

Under the supervision of the Code Compliance Supervisor, the purpose of the position is to provide routine to moderately complex administrative support to the Code Compliance Unit and Special Magistrate. Employees in this classification are accountable for the accuracy of both routine and non-routine administrative support duties performed as dictated by the nature of department.

ESSENTIAL JOB FUNCTIONS

Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Assists the Code Compliance Staff with the issuance of notices, managing case records, and clerical duties related to Special Magistrate Hearings.
- Serves as the initial point of contact for inquiries related to Code Compliance.
- Organizes Special Magistrate Hearings, compiles legal documents required for the Hearings, as well as prepares and mails Special Magistrate Orders to property owners.
- Researches and prepares Code Compliance related lien searches and public records requests.
- Receives public inquiries and complaints regarding Code Compliance and directs to appropriate staff.
- Performs a variety of essential record-keeping duties for the code compliance department.
- Operates various office equipment; e.g., computer terminals, printers, copy machines, telephone systems, facsimile machine.

- Assists Code Compliance Supervisor in supporting efficient functioning of the department.
- Performs related duties as assigned.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

High school diploma or GED; supplemented by one (1) to two (2) years responsible experience and/or training in code enforcement, zoning, law, real estate, or related field; or an equivalent combination of education, training, and experience.

Preferred Qualifications

Advanced computer skills, including MS Word, Outlook, and Excel and the ability to learn specialized systems for code enforcement-related business. Demonstrated skill in verbal and written communication including experience in preparing reports and keeping accurate records. Experience working in a centralized office, maintaining a high level of accuracy and efficiency with numerous interruptions. Knowledge of City codes, regulations, rules and procedures, and administrative practices related to code enforcement.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.