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TO APPLY

**Administrative Assistant
Community Development
Salary Band 3**

FLSA: Non-Exempt
Reports to: Full-Time Staff as assigned
Staff Supervisory Responsibility: No

We Value

Trustworthiness
Openness
The Highest Ethics
Efficient Stewardship
Knowledge
Collaboration
Service
People

General Service Areas/Conditions: Primarily indoor office environment in various departments with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public. Some nights and weekends could be required as needed.

Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.

Performs with excellence, the following tasks, including but not limited to:

- Greet customers and assist them or direct them to appropriate staff
- Answer incoming telephone calls; assist the caller or direct the call to appropriate staff
- Provide excellent customer service to internal and external customers
- Issue/process building, land disturbing and zoning permits as appropriate; obtain certification as permit technician from Virginia Department of Housing and Community Development within 18 months of employment
- Process Certificates of Occupancy within 3 work days of final inspection approval or as directed by department management staff
- Process requests for inspections and coordinate with inspections staff as needed
- Obtain the Building Inspections and Zoning Office moneybags from the Treasurer's Office every morning at approximately 8:30 a. m. and return them after 4:30 p.m., or ensure that another staff person will do so
- Retrieve and distribute incoming mail and process the outgoing mail each day, or ensure that another staff person will do so
- Provide Notary services to the public and staff
- Coordinate with other office staff to ensure the office is staffed during lunch, meetings, or absences
- Assist the Real Estate Office with permit data and other office duties as assigned
- Attends trainings as required. Performs other duties as assigned.

Qualifications:

- 2 years of college
- 2 years of related experience or **equivalent combination of education and training.**
- Valid Virginia Drivers' License
- Completion of National Incident Management System (IS-100 and IS- 700 or NIMS equivalent) within 90 days of employment.

Core Skill Sets:

- Customer-service oriented with a desire to serve and assist others in a professional manner.
- Commitment to the Values of Campbell County.
- Strong interpersonal and communication skills.
- Experience with Microsoft Office (Word, Excel, Outlook and Power Point).
- Superior typing and proofreading skills
- Thorough understanding and ability to utilize County's software.
- Knowledge of accounting and general office procedures with a strong attention to detail.