



City of South Bend

Vacancy Announcement

Post Date: Monday, August 17, 2015

Closing Date: Until Filled

OFFICE ADMINISTRATOR

Category: Temporary/Part Time

Department: Code Enforcement

Reports To: Director of Financial Services

Schedule: 20 hours/week during 2015; schedule may vary based on operational needs.

Pay Rate: \$11.00/hr. (Non-exempt)

Position: **SUMMARY**

The Office Administrator will provide administrative support, including data entry, filing, copying, and a high level of customer service, assisting with special projects in the Office of Code Enforcement Department.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Compile property data from information taken from the Assessor's Office, Code Enforcement Officers, and expenses incurred by the Department to be recorded as a lien against the property.
- Maintain detailed records of all billing in a database to be sent to collections.
- Provide assistance in sending letters or invoices to property owners.
- Input data or make copies for the public's requests receiving information via telephone, mail, email, walk-in, etc.

NON-ESSENTIAL DUTIES

- Answer phones, assist customers, and perform other duties as required.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Must have exceptional math and computer skills.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledgeable in Microsoft Word and Excel.
- Strong math, computer, and customer service skills.
- Ability to manage stressful situations.
- Excellent written and verbal communication skills.
- Ability to handle public complaints with tact and provide excellent customer service.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License if required to drive City vehicle.

EQUIPMENT

Desktop computer or laptop, telephone, fax, copy machine, scanner.

WORK ENVIRONMENT

Work is performed in office setting, with moderate inside temperature. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free.

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 frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-employment drug screen required.