

Warren County Human Resources
602 West Ridgeway St.
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-3574
Facsimile: (252) 257-5971
www.warrencountync.com

EMPLOYMENT OPPORTUNITY WARREN COUNTY PLANNING & CODE ENFORCEMENT ADMINISTRATION

POSITION: Senior Administrative Assistant

DUTIES: Performs clerical, data processing and public contact duties; receives and review building applications from customers; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects. Verify that projects have obtained all necessary approvals; verify professional and contractor licensing. Calculate and verify fees; accept payments; issue permits as authorized. Assist in completing permit applications by explaining building permit requirements; assist and advise the general public in matters relating to building requirements and status of submitted projects. Log inspection requests and prepare field files for daily inspections for the building inspectors. Oversees accounting activities; reconciles accounts, maintain records and files, and prepares reports. Attends scheduled monthly Board meetings, record meetings and prepare Board minutes; performs related tasks as required.

KNOWLEDGE, SKILLS & ABILITIES: Comprehensive knowledge of office procedures, methods, and equipment including computers and applicable software applications such as Word, Excel, and databases. Basic knowledge of building codes and secretarial techniques; ability to perform and organize work independently; ability to communicate effectively in person, in writing and over the phone; ability to follow oral and written instructions and procedures; ability to establish and maintain effective working relationships with the public and other employees.

EDUCATION/EXPERIENCE: Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business administration, accounting or related field and considerable experience in accounting, bookkeeping or office operations.

SALARY: \$30,000 - \$40,828 annually

Warren County applications will be accepted **UNTIL FILLED** at the Division of Workforce Solution (formerly the Employment Security Commission), 210 West Ridgeway Street, Warrenton, North Carolina 27589, or Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at www.warrencountync.com.

Warren County is a drug free workplace. Positions designated (*) as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

Warren County is an Equal Opportunity Employer

TDD 1-800-735-2962