

BUILDING COMMISSIONER/CODE ENFORCEMENT DEPARTMENT

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

Duties

1. Greet all customers
2. Answer phones
3. Type building & garage sale permits
4. Collect money
5. Balance cash drawer & turn in to Clerk's Office weekly
6. Type all letters and correspondence
7. Prepare all claims for payment
8. Send out all electrical license renewals
9. Send out all contractor registration renewals
10. Assisting all members of department
11. Ordering supplies needed
12. Other duties as assigned

Skills & Qualifications

High School diploma required.

Customer service experience required.

Computer experience required.

Please print and fill out the application on the city website. You can email resumes and applications to doconnor@cityoflogansport.org or you can return the application and an optional resume to the Clerk Treasurer's office. You can call (574) 753-4381 with any questions.