

CITY OF NEPTUNE BEACH
JOB ANNOUNCEMENT
Administrative Assistant (Planning) – PART TIME

DESCRIPTION

The City of Neptune Beach is seeking applications for a part-time Administrative Assistant. Under the direction of the Deputy City Manager/Planning Director. Performs responsible work in the review, processing, and issuance of construction permits; performs clerical work in a variety of office assistance tasks requiring qualified typing skills; performs related work as required. Also acts as Code Enforcement Administrative Assistant with the responsibility of resolving complaints and violations of the City's Code of Ordinances regarding building codes, which have been adopted by the city. The Administrative Assistant performs a variety of technical tasks related to the enforcement of the City's codes to achieve compliance through communication with the complainant, analyzing and interpreting the applicable code, investigating the complaint and determining the appropriate enforcement action and pursuing legal remedies through the code enforcement board when required.

Up to 25 hours per week, Monday through Friday.

QUALIFICATIONS

Must have a high school diploma or equivalent. Minimum of two (2) years of general office/clerical experience; or an equivalent combination of education, training and experience. Experience working in the field of building and construction preferred but not required.

Ability to pass pre-employment physical and drug tests, as required by the City of Neptune Beach. Have experience in dealing with the public.

APPLICATION PROCESS

Qualified applicants may obtain an application here:

<http://ci.neptune-beach.fl.us/zupload/user/Budget-Financial/Application-2003-new1.pdf>

Hard copy applications must consist of a City of Neptune Beach application, cover letter outlining qualifications, resume and three (3) professional references. Deadline for applications is:

Open until filled

If unable to obtain application online, contact the City of Neptune Beach directly at (904) 270-2400, extension 30 or email:

Mrs. Catherine Ponson
116 First Street
Neptune Beach, Florida 32266
Clerk@nbfl.us

EOE

If claiming veteran's preference you must attach the correct DD-214 (Form 4) for consideration.