



The Town of Avon Announces the Recruitment for the
Following Position:

***TEMPORARY PART TIME
ADMINISTRATIVE SECRETARY I***

Department: Building

Status: Temporary Part Time (approximately 6 month duration). 5 day workweek. 25 hours/week.

Reports to: Building Official

Hourly Wage: Grade 6 \$25.9003. Effective July 1, 2021 \$ 26.48

Date Posted: May 26, 2021

Closing Date: June 9, 2021

To Apply For This Position: An Employment Application is available on the Job Opportunities page of the Town website www.avonct.gov. Applications may be emailed to HR@avonct.gov or mailed to: 60 West Main Street, Building #5, Avon, CT 06001. Applications must be received by the HR department by 4:00 pm on the closing date.

Successful candidate must pass a written exam and/or interview, drug testing, and background check prior to employment. See the accompanying job description for additional information.

Summary: Performs office administrative duties and assists the Building Official and Assistant Building Official by reviewing building applications. Performs secretarial work of a confidential and responsible nature.

Examples of Duties: Performs general office clerical tasks. Screens incoming calls and mail and refers to appropriate person. Enters data into automated filing system. Enters and maintains information system to keep appropriate controls and records of status and progress of building and zoning applications, inspections and reviews. Greets public in person or by telephone. Provides information on building, zoning, and fire codes, regulations and permits. Assists the public in completing applications and administrative forms. Reviews for completion all permit applications, construction documents, site plans and all other relevant documents submitted in order to obtain a permit. Refers inquiries to Building Official, Zoning Enforcement Officer, and to other departments as necessary. Collects, records and processes required fees and provides receipts for fees collected. Enters information in ledgers, balances accounts as needed and transmits revenue to Collector of Revenue. Orders office materials, supplies and equipment. Schedules appointments for Building Official and staff members for office visits and various inspections. Interacts with staff members and contractors or homeowners to adjust schedules as necessary. Maintains files, plot plans, and building records. Observes confidentiality in working with restricted information and records. Performs backup or relief tasks in department. Operates standard office equipment. Performs other related duties as directed.

Qualifications: High School Diploma or equivalent and four years of progressively responsible secretarial or office administrative work; or an Associate's degree in Secretarial Science and two years progressively responsible secretarial or office administrative work; or any equivalent combination of education and experience. Excellent Customer Service Skills. Working knowledge of *Microsoft Excel* and *Word*.