

# City of Lockhart, Texas

## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Development Services Assistant

**Department:** Planning and Development

**Pay Grade:** 106

**FLSA Status:** Non-Exempt

#### JOB SUMMARY

The Development Services Assistant provides administrative support for the Planning and Inspections Departments for the City. It greets the public, ensures office machines are operating, makes sure that there are adequate supplies, and it also provides frontline service to assist the public with permit applications and contractors with licensing registration.

#### ESSENTIAL JOB FUNCTIONS

- Answers telephone; directs calls to proper parties; and greets customers; responds to contractor inquiries.
- Maintains inventory of pamphlets and forms at counter.
- Hands out blank application forms and receives completed ones; generates and tracks permits using permit software, guides property owners and contractors through application process; explains and calculates permit fees; and performs preliminary review of permit applications, documents, and plan submittals to assure accuracy and compliance with the building codes.
- Ensures timely processing of plans, permits, and applications; coordinates the routing and tracking of plans to various departments and outside agencies for required reviews and clearances.
- Performs records research; compiles data; retains records as appropriate with the records retention schedule.
- Issues contractors' licenses and approved permits.
- Assists cashiers and contractors with inquiries to confirm completion and status of inspections and re-inspections.
- Compiles data, enters data into computer database and online; prepares monthly reports; types and prints correspondence, agendas, minutes, and notices as needed; and creates case folders for Planning Department.
- Maintains electronic and paper files.
- Purchases office supplies as needed; verifies receipt.
- Ensures office equipment is maintained and repaired.
- Receives, sorts, and distributes mail.
- Schedules inspections, appointments, and meetings.

- Attends meetings as assigned to record minutes as needed.
- Coordinates public hearing notifications, including published and mailed notices.
- Updates department information on City website.
- Makes copies; assembles and mails board and commission packets and other mail out projects.
- Provides notary services to contractors, employees, and public as needed.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Requires High School diploma or equivalent, four (4) years of secretarial or related work experience, or an equivalent combination of education and experience; bilingual skills (Spanish/English) preferred.

#### **Licenses or Certifications:**

- Texas Notary Public License (or obtain within required time frame from date of hire).
- Obtain International Code Council Permit Technician Certification within 24 months of hire.

#### **Special Requirements:**

- Ability to maintain regular, reliable in-person attendance.
- Type at least forty (40) words per minute (wpm).

#### **Knowledge, Skills and Abilities:**

- Knowledge of internal and external public agency permitting requirements.
- Knowledge of office practices.
- Skill in using Office, databases, and department software.
- Skill in verbal communications.
- Skill in using correct English grammar and punctuation.
- Skill in using office machines.
- Skill in applying math to perform simple algebraic calculations.
- Ability to deal with confidential and time sensitive material.
- Ability to speak and read in English and Spanish.
- Ability to follow instructions.
- Ability to transcribe minutes.
- Ability to listen to others.

### **PHYSICAL DEMANDS**

The work is light work. The employee is frequently required to apply 10 pounds of force to move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

F	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
F	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
R	• Crawling: Moving about on hands, knees, or hands and feet.
F	• Crouching: Bending the body downward and forward by bending leg and spine.

F	<ul style="list-style-type: none"> <li>Grasping: Applying pressure to object with fingers or palm.</li> </ul>
F	<ul style="list-style-type: none"> <li>Handling: Picking, holding, or otherwise working, primarily with the whole hand.</li> </ul>
C	<ul style="list-style-type: none"> <li>Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.</li> </ul>
C	<ul style="list-style-type: none"> <li>Hearing 2: Receiving detailed information; making discrimination in sound.</li> </ul>
O	<ul style="list-style-type: none"> <li>Kneeling: Bending legs at knee to come to a rest on knee or knees.</li> </ul>
O	<ul style="list-style-type: none"> <li>Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.</li> </ul>
F	<ul style="list-style-type: none"> <li>Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.</li> </ul>
C	<ul style="list-style-type: none"> <li>Mental Acuity: Making rational decisions through sound logic and deductive processes.</li> </ul>
F	<ul style="list-style-type: none"> <li>Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.</li> </ul>
F	<ul style="list-style-type: none"> <li>Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.</li> </ul>
F	<ul style="list-style-type: none"> <li>Reaching: Extending hand(s) and arm(s) in any direction.</li> </ul>
F	<ul style="list-style-type: none"> <li>Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.</li> </ul>
F	<ul style="list-style-type: none"> <li>Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.</li> </ul>
F	<ul style="list-style-type: none"> <li>Standing: Being erect particularly for sustained periods of time.</li> </ul>
F	<ul style="list-style-type: none"> <li>Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.</li> </ul>
C	<ul style="list-style-type: none"> <li>Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.</li> </ul>
F	<ul style="list-style-type: none"> <li>Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.</li> </ul>
N/A	<ul style="list-style-type: none"> <li>Visual Acuity 4: Having visual acuity to operate motor vehicles/heavy equipment.</li> </ul>
N/A	<ul style="list-style-type: none"> <li>Visual Acuity 5: Inspecting small defects or machines; using measurement devices; or fabricating parts.</li> </ul>
F	<ul style="list-style-type: none"> <li>Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.</li> </ul>

**WORK ENVIRONMENT**

Work is performed in a relatively safe and secure work environment; inside a climate-controlled building; and in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

***The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor (or HR) Signature

\_\_\_\_\_  
Date