**Job Title:** Part-time Administrative Assistant

**Department/Group:** Building Department

**Location:** 601 E. Broadway

**Level/Salary Range:** $10.00 to $11.00 per hour

**HR Contact:** Marla Evanich

**Will Train Applicant(s):** Sandy Warpenburg

**Applications Accepted By:**

Applications can be printed from the city website or picked up at the Building/Code Enforcement office

Return by E-mail:

swarpenburg@cityoflogansport.org

Subject Line: Part-time position

**You can also Drop off or Mail to:**

Wayne Erwin

Building Commissioner

601 E. Broadway (3rd floor)

Logansport, IN 46947

**Job Description**

**PRINCIPLE DUTIES OF THE POSITION:**

- Take applications for Building Permits
- Take applications for Garage Sale Permits
- Type letters for Code Enforcement Officer, Rental Property Inspector and Building Commissioner
- Answer Telephone
- Take Messages from Phone Calls and Walk ins
- Email ILP's to Zoning
- Take new Contractor Registrations
- Cover Office thru Lunch Hours
- Assist the Administrative Assistant when asked
- Send Confirmation Mail
- Assist with Filing
- Other duties as assigned by department staff

**ADDITIONAL DETAILS**

This is a part-time position.

The hours will average 20 hours/week with a preferred schedule of 10am – 2pm Mon-Fri.

**REQUIREMENTS:**

Must be 18 years or older.

**Approved By:** Stacy Cox, Deputy Mayor

**Date:** 1/21/2020