



Jefferson County Florida Building Department  
445 W Palmer Mill Road, Monticello, FL 32344  
Phone: 850-342-0223

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<b>Jessica Gramling</b> <b>Vice Chair</b> <u>District 1</u>	<b>Gene Hall</b>  <u>District 2</u>	<b>J T Surles</b>  <u>District 3</u>	<b>Austin Hosford</b>  <u>District 4</u>	<b>Ben White</b> <b>Chairman</b> <u>District 5</u>
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Department: Building Department

Reports To: Building Official

Salary: \$35,000-\$41,000

**Position Summary:**

The Administrative Assistant supports the daily operations of the Jefferson County Building Department by managing administrative tasks, ensuring compliance with local and state regulations, and providing excellent customer service to residents, contractors, and other stakeholders.

**SUPERVISION**

**Supervision Scope:**

Exercises judgment and initiative in planning and executing tasks while following established laws, regulations, policies, and procedures. This position requires discretion and professionalism in all interactions.

**Job Environment:**

- Work is performed in a busy office environment with frequent interruptions. Some tasks are subject to meeting fluctuations, requiring flexibility with scheduling and workload.
- Regularly operates standard office equipment, including computers, telephones, and photocopiers.
- Interactions include telephone, in-person, mail, and email communications with the public, municipal staff, vendors, and state agencies.
- Handles confidential information.

**Key Responsibilities**

- Serve as the first point of contact for inquiries related to building permits, inspections, and regulations.
- Process applications for building permits, including collecting fees and verifying documentation for compliance.
- Coordinate inspection schedules and maintain records of completed inspections.
- Assist the Building Official in preparing reports, correspondence, and notices for enforcement actions.
- Maintain accurate records and databases of building permits, violations, and related documents.
- Provide information to contractors and homeowners about building codes and application requirements.

**General Administrative Duties:**

- Respond promptly and professionally to public inquiries in person, by phone, and via email.



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- Provide administrative support to the Building Official and Inspectors, including handling correspondence and maintaining calendars.
- Organize and maintain departmental records, ensuring compliance with records retention policies.
- Process invoices, requisitions, and budgetary paperwork for the Building Department.
- Assist with special projects and other duties as assigned by the Building Official.

#### Qualifications

##### Education:

High school diploma or equivalent required; associate degree or higher preferred.

##### Experience:

At least two years of administrative or office management experience, preferably in a municipal setting.

##### Skills:

- Proficiency in Microsoft Office Suite and familiarity with database management systems.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Ability to manage multiple tasks and prioritize effectively.

Full time – 40 hrs. per week.