

The Bradley County Planning, Inspection, & Stormwater Department is seeking a part time Office Support Assistant! Send cover letter and resume directly to Sarah Jenson at: sjenson@bradleycountyttn.gov

DESCRIPTION

The Support Assistant aids the Planning, Inspection, and Stormwater office staff through performing daily administrative tasks and may include some out of office field work as needed. This position is open immediately.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform general/clerical tasks, customer service, including answering multiline telephone, type documents, data entry, making copies, send emails, and distributing and filing documentation.
- Assist with maintaining file system of various department records.
- Conduct research of department files, database records, hardcopy materials, internet sites, or other sources as deemed necessary.
- Support Bradley County's Stormwater Department through field inspections, recordkeeping, and field data collection, complaints, and visual assessments.
- Assist with Public Education at various public events.
- Competently and safely operate; Data collection equipment, mobile devices, computer, peripheral equipment, and motorized vehicle.
- Complete other duties as assigned.

REQUIRED SKILLS

- Excellent communication skills. Bilingual (Spanish) is a bonus, not required.
- Proficient in operation of desktop computer, office equipment, and multiline telephone.
- Proficient with Outlook, MS Word and Excel.
- Ability to answer the phone in a timely manner and with a high degree of professionalism; direct calls to the correct point of contact.

WORKING CONDITIONS, PHYSICAL DEMANDS, AND HOURS OF WORK

- Up to 25 hours per week, may fluctuate weekly.
- Typical hours: Monday- Friday 10am-3pm with occasional Saturdays.
- May require working outdoors in various weather conditions.
- Conditions may include uneven, rough terrains in densely vegetated areas.
- Movement may include lifting, turning, bending, moving, carrying, and retrieving documents, tools, or objects weighing up to 50 pounds.

This position is open immediately. Please do not call our office with questions.

Send cover letter and updated resume directly to Sarah Jenson at: sjenson@bradleycountyttn.gov