



May 1, 2019
BUILDING OFFICIAL ASSISTANT

The City of Shelbyville is accepting applications for a **part-time Building Official Assistant**.

General Duties: This position is supervised by the Building Official, and maintains a work schedule of approximately four (4) hours per day, with a maximum of twenty-four (24) hours per week. Responsibilities for this position include, but are not limited to: Assisting the Building Official to schedule inspection appointments, answer phone calls, and greet incoming builders and contractors; receiving and logging payments for building and electrical permits, entering information for issued permits into the code enforcement data system, printing all permits issued, and filing permits into their corresponding folders; creating and maintaining files and folders on properties and permits, and scanning plan reviews and other documents to be stored electronically.

Qualifications: High School diploma or General Educational Development certificate (GED). Two (2) years of administrative experience is required.

Special Knowledge, Skills, and Abilities: Proficiency with a computer and competency with Microsoft and Windows applications including Excel, Word, and Outlook; ability to collect and perform basic calculations with money; be organized and self-motivated, with the ability to work independently; and the ability to communicate professionally and effectively both orally and in writing with employees, organizations, and the general public.

Salary: \$13/hour.

Deadline: Visit www.shelbyvillekentucky.com or City Hall (315 Washington St., Shelbyville, KY) for an application packet. The application, criminal background check forms, and any other supporting documentation to demonstrate qualifications must be received by 4:00 p.m. on 5/17/2019. **A resume will not substitute for a completed and signed application.** For questions, call (502) 633-8000.

E. O. E. / A. D. A.