



# TARENTUM BOROUGH ALLEGHENY COUNTY, PENNSYLVANIA



## JOB DESCRIPTION

**JOB TITLE:** Code Enforcement Administrative Assistant

**DEPARTMENT:** Code Enforcement

**STATUS:** New

**TERMS:**

- 1) Part-time daylight shift at 25 hours per week
- 2) \$24.00 per hour
- 3) At-will non-union employee

**SUPERVISION:** Code Enforcement Officer

### SUMMARY OF DUTIES

This is a responsible technical position responsible for assisting the Code Enforcement Officers with clerical and administrative work. Responsibilities also include the preparation of paperwork associated with administrative hearings and legal notices. Additionally performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, data processing, and bookkeeping.

### TYPICAL DUTIES

Ability to establish and maintain effective working relationships with coworkers, other Borough employees, and the public.

Perform administrative support functions applicable to the work to include maintaining accurate case files, receipts, and processing mail and correspondence, preparing correspondence, developing forms, and entering data into department systems.

Provides general information regarding code enforcement functions to the Code Enforcement Officer, coworkers, professionals, management, governing authorities, and members of the public within the scope of knowledge and authority.

Receives, stamps, and distributes incoming mail and processes outgoing mail related to Code Enforcement.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Ability to establish and maintain effective records maintenance and file management systems.  
Send notices to appear and prepare cases for presentation to the magistrate or code enforcement board, whichever is applicable.

Coordinate and organize code enforcement cases, research property ownership, and prior violations.

Responsible for sending notices.



# TARENTUM BOROUGH ALLEGHENY COUNTY, PENNSYLVANIA



## JOB DESCRIPTION

Research code enforcement cases for accuracy; prepare draft recommendations for lien settlement; perform research on other aspects of cases as directed.

Create and manage tracking of code enforcement outstanding liens and lien settlements.

Prepare Requests for Quotes (RFQ) for Code violation remediation. This includes both FDEP-required hazardous materials testing, analysis and abatement, as well as gaining compliance with Magistrate Orders associated with the correction of Code violations.

Responsible for reviewing invoices associated with abatement services and processing payments to consultants and contractors.

Ability to work independently under limited supervision on moderately complex tasks.  
Performs related work as required.

Answers telephones and attends to walk-in customers.

Other duties as assigned by the Code Enforcement Manager.

Prepares a variety of studies, reports, and related information for decision-making purposes.

Files records as directed.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience

- (A) Graduation from a high school or GED equivalent; associate's degree in applicable field preferred.
- (B) Minimum of one (1) year of progressively knowledgeable administrative support experience with a preference for experience in municipal government environments.
- (C) Working knowledge or obtaining knowledge of state and borough regulatory requirements in the administration of code enforcement.
- (D) Ability to type with a minimum of 35 wpm.
- (E) Working knowledge of Microsoft Word and Excel.
- (F) Ability to learn computer software such as Tyler Incode10.
- (G) Must be a United States Citizen.

An equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities to perform the duties of the position may be substituted at the discretion of the Code Enforcement Officer and Borough Manager.

## TOOLS AND EQUIPMENT USED



# TARENTUM BOROUGH ALLEGHENY COUNTY, PENNSYLVANIA



## JOB DESCRIPTION

Personal computer including spreadsheet, GIS, code enforcement software; database, and word processing; copy machine; motor vehicle; portable radio; telephone, cell phone and tablet.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet while in the office. However, when in the field, the noise level is moderately noisy or, on occasion, very noisy. This job consists of a significant amount of field work.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

### SPECIAL REQUIREMENTS

The successful candidate must successfully pass a background investigation conducted by the Borough with respect to any criminal history of the candidate which may jeopardize the Borough, with consideration for the daily contact with confidential material.

The duties listed above are intended only as illustrations of the various types of work that may be performed by employees in this job classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employee agreement between Tarentum Borough and the employee and is subject to change by Tarentum Borough as the needs of the Borough and requirements of the job change.

### SELECTION GUIDELINES



**TARENTUM BOROUGH  
ALLEGHENY COUNTY, PENNSYLVANIA**



**JOB DESCRIPTION**

Formal application or resume; rating of education and experience; oral interview and reference check; job related tests may be required.

**RECOMMENDED FOR APPROVAL BY:**

\_\_\_\_\_  
**Dwight D. Boddorf**  
**Borough Manager**

\_\_\_\_\_  
**Date**

**APPROVED BY BOROUGH COUNCIL ON THIS 14TH DAY OF December 2022.**

\_\_\_\_\_  
**Scott Dadowski**  
**Council President**

\_\_\_\_\_  
**Date**