

**Job Description: SECRETARY II / DEVELOPMENT REVIEW  
COMMITTEE COORDINATOR  
(ENVIRONMENTAL HEALTH & PERMITTING DEPT)**

**CLASS NO.** 3006

**EEOC CATEGORY:** Office/Clerical

**PAY GROUP:** 13

**FLSA:** Nonexempt

**SUMMARY OF POSITION**

Processes accounts payable/receivable for department, answers service requests, and maintains departmental records, including personnel equipment information, contracts, payroll, budget, annual reports, etc. for Environmental Health & Permitting Department.

**ORGANIZATIONAL RELATIONSHIPS**

Reports to: Environmental Health & Permitting Director

Directs: This is a non-supervisory position

Other: Has contact with various governmental entities, other county employees, and the general public. Works closely with Chambers County Project Manager, County Engineer and staff, and County Fire Marshal and staff.

**EXAMPLES OF WORK**

Essential Duties\*

Answers and places telephone calls, including handling service requests and responding to personnel questions, taking messages, forwarding callers, and completing forms as appropriate;

Type routine letters, memos, and other correspondence and make copies of documents as requested;

Assist the Development Review Committee (DRC) in collecting data from prospective developers;

Responsible for setting up schedule for the DRC meetings and notifying all departments and agencies;

Prepares agenda and assigns time for developers to meet with the DRC;

Makes sure the Fire Marshal's Office, Environmental Health & Permitting Department and Engineering Department have all of the information for review, for each department;

\*For the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
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**CLASS NO. 3006 (Continued)**

Notifies other agencies of pending development for which they may have input;

Enters all data – PDF, Applications etc. – into the master application file;

Accepts all PERMIT FEES and deposits into correct account. (for the Environmental Health & Permitting Department, Engineering Department and Fire Marshal’s Office;

Works with the GPS/911 Addressing department in making sure all addresses for development are correct;

Assists the Office Manager by being relief for the Secretarial Staff when they are absent;

Answers two-way radio and telephone, takes messages, answers questions, or directs calls as necessary.

Other Important Duties\*

Performs such other related duties as may be assigned by the Environmental Health & Permitting Department and Project Manager.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* generally accepted accounting principles and payroll procedures.

*Skill/Ability to:* operate a computer using standard work processing and spreadsheet software packages; operate modern office equipment including typewriter, calculator, and copy and fax machines; accurately type at a speed of 40 words per minute; maintain up-to-date manual and computer records; establish and maintain effective working relationships with co-workers and county officials; and demonstrate proficiency in both oral and written communication.

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school diploma, or its equivalent, plus at least two years of related office clerical experience;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

None.