

ADMINISTRATIVE COORDINATOR II

Planning & Zoning | Code Enforcement



SUMMARY

Perform clerical duties related to the Nuisance Abatement Division. Record nuisance complaints, create files, verify property owner information, and conduct legal description research. Prepare official documents (warnings and citations) and publish violations. Organize and maintain various hard-copy and electronic files and records.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

Must be willing to work extra hours.

SHIFT

8 a.m. to 4:30 p.m.

LOCATION

7836 Park Avenue, Houma

REPORTS TO

Code Enforcement Officer II

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Frequent interactions with members of the public

EMERGENCY EVENTS

Not required to work during emergency events.

Questions? No problem! Email us at employment@tpcg.org.

ESSENTIAL FUNCTIONS

- Prepare violation warnings, citations, weekly reports, letters, memos, and forms. Provide updated statistical information as needed.
- Publish violation warnings and record nuisance complaints, create files, verify property owner information, and conduct legal description research.
- Prepare documents for mail service and maintain log tracking system using the USPS website for tracking documents.
- Answer phones and direct incoming calls to appropriate staff, departments, or external agency to assist with filling public needs.
- Establish inspection schedule and coordinate inspectors' daily schedule and routes.
- Process and review citation payments and forward to the proper department.
- Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

- Effective written and oral communication skills.
- Ability to use personal computer systems.
- Ability to follow instructions and perform multiple tasks with minimal supervision.

EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma required.
- Two years clerical experience with proven customer service and telephone etiquette skills required.
- Experience in computerized data management applications, such as spreadsheets, databases, and word processing.
- Possess and maintain a valid Louisiana driver's license.