VALENCIA COUNTY
JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They should not be considered an exhaustive list of all responsibilities, duties, and competencies required for the position.

JOB TITLE: Administrative Assistant
DEPARTMENT: Community Development
CLASSIFICATION: Classified
PAY STATUS: FLSA Exempt
SALARY: DOQ $16.97-$25.45
DEADLINE TO APPLY: Until Filled

JOB SUMMARY

Under the direction of the Community Development Director and the Land Use Planner, performs administrative, clerical, customer service, and departmental support functions for the Community Development Department and Older Americans Program (OAP). The position provides tertiary administrative support to department staff by assisting with the intake, processing, tracking, routing, and maintenance of applications, registrations, permits, correspondence, records, invoices, requisitions, purchase orders, public records requests, and other departmental documentation.

Responsibilities and duties include, but are not limited to:

DUTIES AND RESPONSIBILITIES

1. Performs general administrative and clerical duties, including answering telephones, responding to routine inquiries, preparing correspondence, copying, filing, scanning, maintaining records, and providing customer service.

2. Serves as an initial point of contact for routine questions regarding County processes, applications, registrations, permits, and departmental services. Refers technical, regulatory, enforcement, or policy questions to the appropriate staff member.

3. Assists with the intake, processing, renewal, tracking, and maintenance of Business Registrations and related documentation in accordance with established County procedures.

4. Provides administrative support for solar permits, subdivision/new-build applications, mobile home placement permits, and Special Events Permits, including receiving applications, reviewing submissions for administrative completeness, entering information, routing documents to the appropriate staff, tracking status, and communicating routine follow-up requests.

5. Assists the Older Americans Program with administrative and financial functions, including preparing and processing requisitions, purchase orders, invoices, payments, receipts, and related documentation in accordance with County procedures.

6. Assists with the preparation, organization, and distribution of periodic departmental reports, including information related to Planning & Zoning, Code Enforcement, Rural Addressing, and OAP activities.

7. Provides administrative assistance with GovQA, Inspection of Public Records Act (IPRA), and other public-record requests by locating, organizing, tracking, and routing responsive records to the appropriate staff for review and release.

8. Receives and routes Code Enforcement inquiries, complaints, and violation reports to the appropriate Code Enforcement Officer and/or Director of Community Development.

9. Assists with the preparation, organization, copying, and distribution of informational packets and other meeting materials for Planning & Zoning Commission and County Commission meetings.

10. Provides administrative support for Planning & Zoning Commission meetings, including meeting preparation, attendance, recording of proceedings, preparation of draft minutes, and maintenance of official records, subject to review and approval in accordance with County procedures.

11. Provides backup administrative support to other administrative positions within the department, as assigned, to maintain continuity of departmental operations.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

High School Diploma.
1-3 years of administrative, clerical, customer service, or related office experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read, write, and communicate effectively in English. Ability to read, write, and communicate in Spanish is preferred but not required.
- Must have a valid New Mexico Driver's License.
- Must be proficient with Microsoft Office applications such as Word, PowerPoint, and Excel.
- Working knowledge of general office practices, records management, customer service, and administrative procedures.
- Ability to learn and apply established County policies, procedures, forms, and administrative processes related to departmental services.
- General familiarity with County land use, planning, zoning, code enforcement, and Older Americans Program functions is preferred but not required. Technical or professional-level regulatory knowledge is not required.
- Ability to organize and prioritize multiple assignments, maintain accurate records, meet deadlines, and follow established procedures.
- Ability to self-manage, take initiative, and accomplish assigned tasks with appropriate direction and follow-up.
- Ability to establish and maintain effective working relationships with County employees, governmental agencies, applicants, developers, engineers, service providers, seniors, and the public.
- Ability to recognize matters requiring professional, supervisory, regulatory, or policy-level review and appropriately refer those matters to the responsible staff member.
- Ability to maintain confidentiality and exercise discretion when handling personnel, financial, public-record, and other sensitive departmental information.

LICENSURES AND CERTIFICATIONS REQUIRED

Valid New Mexico driver's license.

OTHER CONDITIONS OF EMPLOYMENT

- Ability to perform essential functions and adapt to working conditions.

- No history or pattern of reckless driving, DWI/DUI, or irresponsible driving.
- No history of felony or misdemeanor conviction involving moral turpitude, violence, distribution of controlled substance, or dishonesty.

WORKING CONDITIONS

- Work is typically performed in an interior office environment.
- Work involves minimal exposure to physical risk.
- Little or no significant physical effort is required to perform duties.

PRE-EMPLOYMENT REQUIREMENTS

1. Interview.
2. Criminal record check.
3. General employment background check.
4. Driving record check.
5. Pre-employment physical and drug test.

I hereby affirm that I have received a copy of the position specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Applicant: _____ Date: _____