
EXHIBIT A

VILLAGE OF OAKWOOD

BUILDING DEPARTMENT

BUILDING SECRETARY/PERMIT TECHNICIAN

Start Time - 8:00AM – 12:00PM

Starting Salary - \$19.00 Hr

DUTIES AND RESPONSIBILITIES

- **General Secretarial Duties**
- **Takes Messages for Building and Housing Inspectors, Planning/Zoning Commissions**
- **Answer Incoming telephone calls, properly route calls and take messages.**
- **Schedule appointments for building inspectors**
- **Typing correspondence and other materials as needed and directed**
- **Filing**
- **Assist with registering builders and contractors**
- **Assist with permit process**
- **Perform other duties as assigned or directed**

Reports To:

- **Building Department Manager**