

ADMINISTRATIVE COORDINATOR II

Planning & Zoning | Nuisance Abatement



JOB RESPONSIBILITIES

The Terrebonne Parish Consolidated Government's Administrative Coordinator II is responsible for clerical duties related to the Nuisance Abatement Division such as recording nuisance complaints, creating files, verifying property owner information, and conducting legal description research.

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

Government Tower – 2nd Floor

REPORTS TO

Code Enforcement Officer II

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Frequent interaction with members of the public.

EMERGENCY EVENTS

Not required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to prepare official documents (warnings and citations) and publish violations. Organize and maintain various hard-copy and electronic files and records.

This role requires effective communication skills, the ability to handle irate constituents, and a strong sense of responsibility in maintaining records and handling sensitive information.

JOB DUTIES

- Prepare violation warnings, citations, weekly reports, letters, memos, and forms.
- Provide updated violation 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.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Must be able to work closely with colleagues across departments, ensuring smooth communication and efficient resolution of issues related to inspections, property management, and other tasks.
- **Time Management:** Skilled in managing time effectively to meet deadlines and keep up with daily and weekly tasks, including report preparation, scheduling, and document management.
- **Analytical Skills:** Resourceful in resolving issues that arise, whether it's correcting discrepancies in property owner data or coordinating schedules and approaching problems with a solutions-oriented mindset.
- **Communication Skills:** Strong ability to communicate clearly and professionally, both in writing and when speaking, to ensure effective interaction with colleagues, property owners, and citizens.
- **Organizational Skills:** Capable of managing multiple tasks, prioritizing effectively, and maintaining accurate records in an organized system to meet deadlines and track progress with minimal supervision.
- **Technical Skills:** Proficient in using Microsoft Office Suite, Teams, email systems, and other standard office software to complete tasks efficiently and communicate with the team.
- **Qualifications:**
 - High school diploma or equivalent (GED) required.
 - Two (2) years clerical experience with proven customer service and telephone etiquette skills required.

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