

Brevard County Government/Planning & Development Department

Volunteer Position Description for Clerical Assistant in Code Enforcement Office

Location: Brevard County Government Center, 2725 Judge Fran Jamieson Way, Bldg A, Viera, FL 32940

- Provide clerical support to staff that is responsible for ensuring owners of property in non-compliance with county codes come into compliance
- Assist office staff with scanning preparation, filing, and mailing of notices, handle complaint intake with walk-ins and on the phone
- Understanding of confidentiality issues, basic computer skills, good customer service and phone skills, attend an in-person interview and able to pass a low level background screening
- A minimum of 4 hours/day or at least 2 – 8 hour days
- Orientation and training to Code Enforcement Office procedures and ongoing support provided by staff

Contact Sharon Weiss, BRAVE Coordinator, 321-633-2031 or sharon.weiss@brevardcounty.us, for more information