



DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4193 • FAX: 570-348-4171

JOB DESCRIPTION

Title: Confidential Assistant

Department: Code Enforcement

Supervisor: Director of Code Enforcement

Date: December 10, 2025

General Description:

The Confidential Assistant serves as support staff to the Director of Code Enforcement. The Confidential Assistant performs a variety of secretarial duties involved with the director of Code Enforcement.

Essential Job Functions:

- Perform confidential secretarial and clerical tasks of a varied nature, requiring a thorough knowledge of the rules and regulations of the City and the frequent exercise of independent judgment;
- Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses;
- Assist the director in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, and transmitting or distributing final products;
- Be responsible for compilation of documents needed for HAB meetings;
- Serve as liaison between the public, departments, business representatives and the Director;
- Maintain the calendar for the Director of Code Enforcement by planning and scheduling conferences, meetings, and deadlines;
- Develop and utilize filing systems and data sets related to personnel matters;
- Work in a close continual relationship with managerial personnel who participate in the collective bargaining on behalf of the City;
- Maintain confidentiality with regard to labor relations, contractual negotiations, and other matters;
- Other duties as required.

Required Training, Experience, Knowledge, Skill, and Abilities:

- High School Diploma or its equivalent;
- Must hold a valid Pennsylvania drivers license;
- Secretarial experience preferred;
- Must have a knowledge of permits and licenses;
- Relevant computer knowledge;
- Ability to work independently on difficult or complex secretarial tasks;
- Ability to exercise good judgment, professionalism, and tact in interacting with employees and the public.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.