



## **TECHNICAL SUPPORT OFFICER Assessment Team**

- Salary up to \$54K (including super)
- Participation in RDO scheme
- Ref. 09/76

This position in the Environment & Planning Group of the City of Ryde will provide administrative and technical support to the Assessment Team which undertakes development application assessment and processing.

The duties include but are not limited to word processing, data entry, answering telephone enquiries, archive searches, compliance checks and other duties that support the Assessment Team to achieve its performance standards.

### **Essential**

- Excellent word processing skills
- Data entry experience
- Records management experience
- Customer service experience and ability to show initiative to achieve outcomes
- The ability to work in a team environment & to handle a high workload in an efficient and professional manner
- Good understanding of development assessment processes and willingness to learn new skills and participate in business improvement.
- Knowledge of and commitment to OHS and EEO principles

### **Desirable**

- Shorthand or dictaphone skills
- Excellent computer literacy
- Ability to work with limited supervision.

**Like to know more?** Please call Chris Young on 9952 8237

**Closing date:** Friday 6 November 2009

**How to apply:** If you are applying with a City of Ryde e-mail address please forward your application to [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au). If you are applying with an alternate e-mail address please e-mail it to [jobs@ryde.nsw.gov.au](mailto:jobs@ryde.nsw.gov.au)