

## **JOB DESCRIPTION**

### **Clerk of Permits, Building & Inspections**

#### **Permits, Building & Inspection Department**

#### **GENERAL STATEMENT OF DUTIES**

Performs all secretarial and clerk work for the Permits, Building & Inspection Department. Position is currently covered by employer / union collective bargaining agreement.

#### **EXAMPLES OF WORK (Illustrative only)**

Performs all secretarial work for the Superintendent; Serves as clerk of Zoning Board of Appeals preparing agenda, attending after hours meetings and types minutes for these meetings and also the Tax Incentive Review Council Meetings.

Performs a wide variety of general and routine clerical duties: Compiles and tabulates data; checks documents for accuracy; maintains files; uses a personal computer and office equipment necessary for successful job performance .

Performs routine clerical, secretarial and administrative support in answering telephones, providing customer assistance, data processing, and record keeping; Answers telephones requesting inspections; schedules inspections. Issues, receives, types and processes various applications, permits and other forms; Receives and processes nuisance complaints; Reviews completed forms for signatures and proper entries; Files permits; Greets public and responds to inquiries or, when necessary, refers to appropriate department official. Writes / prepares memorandum. Types and proofreads reports and minutes; Orders and receives supplies and inspects for damage, checks for correct quantity; Opens and distributes incoming mail and prepares outgoing mail; Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service; Takes payments and prepares deposits; Performs related work as assigned.

The above duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

#### **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES**

Through knowledge of the principles and practices of local governmental administration; good knowledge of principles, practices and procedures relating to invoices and contracts; good knowledge of City Code and Ordinances governing City purchases; good knowledge of bidding procedures; ability to write clear and concise reports, memoranda, directives and letters, ability to accomplish assigned administrative tasks with a minimum of supervision and with only general direction; ability to meet with the public and to discuss problems and complaints tactfully, courteously and effectively; ability to establish and maintain satisfactory work relationships with department and division heads, other City employees and vendors and contractors; good professional judgment; good physical condition.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with both hands and arms. The employee is occasionally required to walk and stand. The employee must occasionally lift and/or move up to 15 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability to sit at a desk and view a display screen for extended periods of time. Ability to enter data at a prescribed rate of speed. Works inside in an office environment.

A job offer is contingent upon completing several pre-employment steps, such as a background check, physical, drug test, criminal history report.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

High school graduation or possession of an acceptable equivalency diploma. College preferred but not required. Two (2) years' experience in responsible office work, construction related work preferred. Knowledge of general office procedures. Knowledge of construction terminology and documents. Knowledge of telephone etiquette. Knowledge of the uses of a computer and equipment including the ability to use Microsoft Word. Ability to work effectively with various people. Ability to communicate effectively with customers. Ability to work under pressure and meet deadlines. Ability to follow directions. Ability to follow through on designated tasks. Ability to handle numerous tasks at once. Skill in keyboarding, filing and research techniques. Skill in operating office equipment. Skill at accessing, inputting and retrieving information from a computer. Ability to communicate effectively in oral and written form. Ability to adapt to an evolving and continually improving environment.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful and courteous manner when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.