



POSITION DESCRIPTION

Position: Community Development Clerk II		Department: Community Development	
Reports to: Executive Assistant		FLSA Status: Non-Exempt	
Location: Civic Center	Division: Building Services	Pay Grade: 2	
Revised: 12/27/18	Last Reviewed:	Union: AFSCME	Status: Full-time

GENERAL PURPOSE

Performs a variety of routine clerical, secretarial, and administrative work in keeping official records, providing administrative support to the department staff, and assisting in the administration of standard operating policies and procedures for the department.

SUPERVISION

Works under the direct supervision of the Community Development Executive Assistant and the Director of Community Development.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs routine clerical and administrative work including, data processing, and bookkeeping. Answers in-coming calls and routes callers or provides information as required.

Receives the public and answers questions; responds to inquiries from employees, citizens, and others and refers, when necessary, to appropriate persons.

Serves as cashier including receipting of payments for permits and inspections, and posting of incoming revenues to appropriate accounts.

Assists in the procurement of department materials and supplies.

Operates listed office machines as required, including copier, scanner, phones, etc.

Receives, stamps and distributes incoming mail, processes outgoing mail.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring limited judgment as to content, accuracy, and completeness.

Attends board and commission meetings as assigned by the department director and records activities of the board; transcribes meeting minutes for official records.

Inputs data to standard office and department forms; makes simple posting to accounts; compiles data for various reports.

Processes invoices for billing and payment.

Coordinates travel plans and conference registrations for staff.

Prepares records such as notices, minutes, mailings, etc.

Acts as custodian of departmental documents and records. Establishes and maintains filing systems (paper and electronic), control records and indexes using limited independent judgment.

Maintains inventories and orders office supplies and materials, maintains departmental personnel attendance records.

Prepares refund documentation for escrow/bond accounts.

Schedules appointments, and performs other administrative and clerical duties.

Assists with scheduling and room set-up.

Duplicates and distributes material.

Assist with the addressing of properties

Other duties as assigned.

PERIPHERAL DUTIES

Assists in other department administrative activities as assigned.

May serve as a member of various employee committees.

Attends meetings and training to keep abreast of trends related to the position.

REQUIRED MINIMUM QUALIFICATIONS

Education and experience:

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and
- (B) Two years of increasingly responsible office related experience.

Required Knowledge, Skills, and Abilities:

- (A) Working knowledge of computers and electronic data processing including word processing, spreadsheet, database, and other software; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices. Experience with BS&A software preferred.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS

Typing skills of sixty (60) words per minute.

Demonstrated ability to meet the above mentioned qualifications. An eight (8) week trial period is provided for existing AFSCME employees and a six (6) month period for new hires as provided by contract.

TOOLS AND EQUIPMENT USED

Telephone, networked computer terminal, personal computer, copy machine/scanner, postage machine, fax machine, answering machine, and calculator and other office equipment as assigned.

PHYSICAL DEMANDS

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. 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. The employee is occasionally required to walk, and climb stairs to access files; to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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.

Office is well lighted, carpeted, with heated and cooled air environment.

The noise level in the work environment is typical of an office.

SELECTION GUIDELINES

Formal application, review of education and experience; oral interview and background check; conditional offer of employment; post offer medical and psychological examination; drug screening; additional job related skills, may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Community Development Director

Approval: _____
City Manager

Approval: _____
Employee