



POSITION DESCRIPTION

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| Position: Community Development Clerk III | | Department: Community Development | |
| Reports to: Executive Assistant | | FLSA Status: Non-Exempt | |
| Location: Civic Center | Division: Building Services | Pay Grade: 3 | |
| Revised: 12/27/18 | Last Reviewed: | Union: AFSCME | Status: Full-time |

GENERAL PURPOSE

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

SUPERVISION

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

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs routine and complex clerical and administrative work including, data processing, and bookkeeping. Answers incoming 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.

Prepares agenda and sends out public hearing notices for the Planning Commission, Zoning Board of Appeals and other department boards and commission meetings as required.

Assists in the procurement of department materials and supplies. Prepares all purchase orders for the department.

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

Processes invoices for billing and payment.

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

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

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

Orders office supplies and materials.

Schedules appointments, and performs other administrative and clerical duties.

Attends meetings of the Planning Commission, Beautification Commission, and Zoning Board of Appeals and records activities of the boards; transcribes meeting minutes for official records.

Performs as backup to other department personnel for the purpose of taking and transcribing the minutes of other boards and commissions as may be assigned by the department director.

Assists with Beautification Commission activities, as requested.

Assists with scheduling and room setup.

Prepares refund documentation for escrow/bond accounts.

Schedules appointments, and performs other administrative and clerical duties.

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.

MINIMUM QUALIFICATIONS

Education and experience:

(A) Associate Degree (60 credit hours minimum) from an accredited college or university with major and /or coursework related to the position, and

(B) Two years of increasingly responsible related experience including general office practices such as typing, filing, and bookkeeping.

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.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

(A) Working knowledge of computers and electronic data processing; 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.

TOOLS AND EQUIPMENT USED

Telephone, networked computer terminal, personal computer including word processing, spreadsheet, database and other software, copy machine, postage machine, fax machine, answering machine, base radio, 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.

The noise level in the work environment is usually quiet

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening and psychological exam; additional job related tests 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