

POSITION DESCRIPTION

Position Title: **Administrative Clerk**
Department: Planning and Community Development
Division: Code Enforcement
Retirement: KPERS
FLSA: Non-Exempt
Effective Date: **August 8, 2023**

GENERAL PURPOSE

To provide clerical support for the Code Enforcement Division, CDBG/ Community Development Coordinator and, when necessary, for the Planning & Community Development Department.

SUPERVISION RECEIVED

Works under the general supervision of the City Planner.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Note: Important duties and responsibilities may include, but are not limited to, the following)

- Extensive typing/word processing with specific and detailed instructions given when new assignments are made. Accuracy and results of work are checked regularly by the city planner.
- Routine clerical work involves performance of filing, e-filing, office typing, completion of form letters and verifying accuracy of legal descriptions, names and addresses. The tasks can be learned readily on the job according to well established procedures.
- Extensive contact with the general public especially landlords, tenants, and/or citizens who violate the numerous environmental, health, junk car and other similar ordinances, or with citizens who complain about neighborhood nuisance violations. Requires the ability to tactfully deal with citizen concerns in an often-hostile setting.
- Provides word processing and typing support for department, to include but not limited to: letters, memorandums, forms, mailing lists, weekly and monthly reports, purchase orders, and other materials from rough draft, dictating machine, or detailed instructions.
- Performs intake and initial assessment of applications for various Community Development related assistance programs.
- Supports the Community Development Coordinator by performing file maintenance, documentation verification, processing correspondence and performing other functions related to administration of grants from the US Department of Housing & Urban Development (HUD) and other granting agencies.
- Assists the Planning Assistant as needed, when work load permits.
- Covers administrative duties for the Planning Assistant during periods of absence.
- Answers telephone and routes calls as necessary.
- Retrieves, maintains and updates paper and electronic files for code enforcement officers and other office staff.
- Sorts incoming mail and prepares material for mailing.
- Sorts and files correspondence and other material, numerically, alphabetically, or by some other predetermined classification.

- Learns the general role of the Community Development Department in order to respond to citizen requests and fellow employees.
- May perform other duties as assigned.

PERIPHERAL DUTIES

- Required to perform errands in local area (mail letters and packages at the post office, pick up office supplies at various vendors, shop for office related functions and needs, in concert with others in the department).

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Must have a high school diploma or equivalent.
- (B) Must type at least **30 wpm**, typing test will be administered at Leavenworth Workforce Partnership Center.
- (C) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills, and Abilities:

Knowledge of:

Business English, spelling and business math.

Office practices and procedures.

General planning, zoning, development, code enforcement and housing terms, or ability to learn and recognize terms within a few weeks.

Skill in:

Operation/Use of listed tools and equipment.

Composing/preparing memos, reports and correspondence.

Effective verbal and written communication skills.

Ability to:

Understand and follow prescribed operating procedures.

Establish and maintain effective working relationships with the general public, representatives of other agencies, department personnel and other city personnel.

Operate all office equipment to include personal computer with MSOffice programs, current word processing and data processing programs; transcribe from a digital recording.

Ability to multitask.

DESIRABLE QUALIFICATIONS

- (A) One or more years of experience in an office requiring constant public contact or six months of previous experience in a code enforcement or law enforcement office.
- (B) Post secondary, Vo-tech, secretarial schools or associates degree in business or closely related field.

TOOLS AND EQUIPMENT

Personal computer, office suite software, 10-key calculator/adding machine, fax machine, copy machine, scanner, typewriter and multi-line telephone system.

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.

This position requires the individual to sit and or stand for lengthy periods and lifting loads up to 30 lbs for filing.

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 moderately quiet.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

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 position 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 AUTHORITY:

Department Head

Date

HR Director

Date