

POSITION DESCRIPTION

Position Title: Office Clerk II - PW
Department: Public Works
Division: Engineering/Inspection
KPERS: Retirement
FLSA: Non-Exempt
Effective Date: June 1, 2017

GENERAL PURPOSE

Performs routine clerical, secretarial, administrative and reception work in answering phones for the Inspection Division and Engineering Division, receiving the public, provides customer service, and assisting/coordinating with the Administrative Clerk of the Public Works Department as required by time and workload.

SUPERVISION RECEIVED

Works under the direct supervision of the the Chief Building Inspector. May receive general supervision from the Public Works Director and Deputy Public Works Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Serves as the first point of contact with citizens seeking information regarding departmental programs. Investigates and follows-up with citizens on requests for service, information and complaints; refers inquiries to the appropriate person/department as necessary.
- Performs routine clerical work, answers phones, processes incoming and outgoing mail.
- Processes applications and submittals for building permits, arranges for staff review and issues permits when approved.
- Processes applications and submittals for land disturbance permits, arranges for staff review and issues permits when approved.
- Keeps records of land disturbance permit inspections and related issues for Inspection and Engineering staff. Notifies contractors of deficiencies when found.
- Updates and maintains permit and inspection records.
- Operates mobile radio system and maintains contact with building inspectors and engineering staff when in the field.
- Schedules and coordinates appointments and inspections for inspectors with contractors and property owners.
- Composes, types, and edits correspondence, reports, memoranda's and other material requiring judgment as to content, accuracy and completeness.
- Prepares and distributes monthly Building Permit reports.
- Sends notices for follow-up inspections and related correspondence, including Grease Trap Inspection Program.
- Updates and maintains contractor information pertaining to licenses. Prepares licenses for issuance.

- Prepares mailings for annual license renewals.
- Coordinates office operations of the department. Develops and maintains office forms and procedures and file documentation. Tracks and orders office supplies and printing orders for Inspections and coffee supplies for City Hall.
- Prepares and maintains record of Payment Vouchers and Requisition request for purchase orders in processing invoices for the Building Inspection, Public Works, Building & Grounds, and Library maintenance.
- Provides data to department staff for various electronic report writing. Prepares initial reports to the extent file documentation permits, provides drafts to appropriate person to review and adjust or complete (indicates any missing information, or research objectives needed to complete the report).
- Scans and archives documents and maintains the department's website information.
- Researches, compiles and obtains data for use in the completion of required reports, prepares & submits reports to Chief Building Inspector/Public Works Director.
- Operates various types of office equipment.
- Other duties as assigned.

PERIPHERAL DUTIES

- Make reservations and travel arrangements for meetings, seminars, and conventions.
- Arranges service calls for repairs at City Hall.
- May serve as a member on various committees.

MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from High School or GED.
- b. Two years experience in performing general office and clerical related duties.
- c. Ability to type 35 WPM
- d. Extensive experience with computers and integrated software applications.
- e. 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:

- a. Working knowledge of computers and electronic data processing.
- b. Working Knowledge of basic office practices and procedures.
- c. Skill in operation of listed tools and equipment.
- d. Ability to perform basic math and some accounting practices and procedures.
- e. Ability to effectively meet and deal with the public, including occasions that may be confrontational; Ability to establish and maintain effective working relationships with other agencies and departments.
- f. Ability to handle stressful situations and constant interruptions.
- g. Ability to read, write and speak fluent English.
- h. Ability to communicate effectively verbally and in writing.

DESIRABLE QUALIFICATIONS

Post secondary education, vocational, technical, secretarial school degree or certification, typing speed in excess of 50 WPM.

TOOLS AND EQUIPMENT USED

Multiple line phone, personal computer to include word processing, spreadsheet and database software, printer, scanner, copiers to include wide format copier, fax, base station radio, blueprint printer, and 10-key calculator.

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 and use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 35 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 moderately quiet. Citizens, employees and phone calls disrupt work frequently.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection; reference check; background investigation; 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