



Position Description

Job Title	Clerical Assistant
Department	Community Development
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position provides clerical and administrative support to the Community Development Department.

Supervision

Received	Deputy Community Development Director
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

1. Provides clerical, record keeping and mail processing functions; answers telephones and routes calls; greets and directs visitors.
2. Processes applications, fees and supporting documents for all Department meetings; enters all meeting applications into appropriate software.
3. Prepares agenda for meetings; notifies the media, Board and Commission of agenda and meeting dates; prepares labels and envelopes for neighborhood notification of meetings.
4. Processes minutes and posts completed agendas and meeting minutes to City website.
5. Maintains calendars and schedules appointments.
6. Maintains files and electronic filing system, including index and storage of approved Plans; maintains digital copies of Plans.
7. Assist customers in understanding the review process including planning, zoning, and building plan review.

8. Assist customers with online application process, including contractor sign-up, inspection scheduling and permit application.
9. Closes out Building Permits after Certificates of Occupancy are issued.
10. Performs office management tasks; orders and maintains office supplies inventory; maintains or arranges service for office equipment; maintains an orderly and clean public reception area.
11. Provides effective and efficient customer service.
12. Generates reports as required.
13. Generates invoices in accounting software.
14. Enters requests for payments on invoices received in accounting software.
15. Enters payments received into accounting software.
16. Assist inspectors with the generation of citations.

Other Job Functions

17. Performs related duties as assigned.

Requirements of Work

Graduation from high school plus 1 -3 years of office experience and/or technical training providing clerical and administrative support; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Department policies and procedures. • Business English, including grammar, punctuation, format and tone. • General office procedures and the use of standard office equipment and relevant software programs, computer applications and telecommunications. • Microsoft Office Suite • Basic knowledge of accounting software and accounts payable/receivable
Ability to	<ul style="list-style-type: none"> • Understand and follow instructions. • Multitask and prioritize workload. • Work independently with minimal supervision. • Establish and maintain effective working relationships with supervisors, coworkers and the general public. • Learn new technical software.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Customer service. • Organization and attention to detail. • Dealing courteously and professionally with others.

Necessary Special Requirements

None

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.