

COMMUNITY DEVELOPMENT CLERK

General Statement of Duties

The Community Development Clerk performs a broad range of clerical, administrative and technical tasks in support of the Community Development Department. The Community Development Department encompasses the Planning, Building and Engineering Divisions and is responsible for administering building permits and inspections and implementing long range and current planning for the City.

There is regular interaction with the public, including in person, by telephone and via email. The use of word processing and data management software and office equipment is essential. An employee in this position will be assigned to the Community Development Department, but will be expected to cross-train in other administrative positions in order to provide coverage for other administrative positions, including the Municipal Court Clerk, City Clerk, and Public Works Clerk.

Supervision Received

The Community Development Clerk is supervised by the Community Development Director.

Essential Job Functions and Duties

Customer Service:

Assist customers with a variety of requests and questions related to building permits, zoning and city planning functions. Communicate information effectively in person, over the telephone and in writing.

Building Permits:

Process building permit applications, coordinate inspections, issue building permits and certificates of occupancy, and maintain building permit records.

Board and Commission Meetings:

Assemble board and commission meeting packets, attend meetings (usually during evening hours), write meeting minutes, and set up and break down meeting rooms. This position works directly with the Planning and Zoning Commission as well as the Board of Adjustment.

Records Management:

Organize and maintain all department files in coordination with the City Clerk. Use building department software to input building permit information and inspection notes electronically and run reports on building permit activity. Maintain spreadsheet files to track building permit and development application activity.

Backing up Administrative Team:

Provide backup to the City Clerk, Municipal Court Clerk, and Public Works Clerk as needed.

Cash Register:

Complete cash, check, money order, and credit card transactions accurately. Balance the cash drawer.

General Desk Work:

Perform a variety of tasks while sitting at a desk and in an office setting, including typing, data entry, emailing, creating statistical reports, internal and external correspondence, and filing.

Examples of Work

- Provides administrative support services for Community Development Director.
- Process all paperwork related to building permits, including water and sewer tap permits and stormwater permits.
- Provides administrative support services to the Planning and Zoning Commission and Board of Adjustment and Appeals, including posting agendas, copying and distributing packets, attending meetings (including some evening meetings) and completing meeting minutes.
- Prepares monthly building permit statistical reports for the City Council.
- Handles some zoning inquiries and forwards more complex inquiries to the Community Development Director or Building Inspector when appropriate.
- Maintains databases for building permits, permit plan reviews, development reviews, drainage reviews, etc.
- Drafts letters to builders, contractors and homeowners related to building and planning issues.
- Mails notification letters related for expiring and inactive building permits, tracks building permit status and activity and maintains log of permits by status.
- Types and distributes daily building permit inspection report; inputs inspection report results and files reports.
- Creates and maintains building permit address files and development case files.
- Performs research through City and County records and delivers documents to the County Clerk and Recorder.
- Orders office supplies for the Community Development Department.
- Manages the retention of building plans and other department files.
- Balances cash drawer and makes deposits to the bank as needed.
- Notarizes documents as requested.
- Proofreads correspondence and other documents for Community Development Director.
- Performs additional duties as assigned.

Required Knowledge, Skills, and Abilities

Employees in this position must possess the following knowledge, skills, and abilities:

- Proficient at word processing and the use of Microsoft Word and Excel; ability to type accurately at a rate of at least 50 wpm.
- Ability to learn various computer software programs; ability to operate multi-line phone system; familiarity with, or ability to learn, operation of recording equipment, photocopier, adding machine, and fax machine.
- Good knowledge of business English and spelling and ability to produce quality written documents that deploy a professional appearance.
- General knowledge on reading plans. Ability to obtain knowledge if hired.
- Outstanding attention to detail and organizational skills.
- Ability to understand and follow both written and verbal instructions and to work under both close and general supervision, depending upon the nature of the assignment.
- Ability to perform elementary bookkeeping and mathematical functions (including addition, subtraction, multiplication, and division).
- Knowledge of records management procedures and the ability to accurately file numerically, alphabetically, alphanumerically, or chronologically.

- Ability to accurately receive, receipt, balance and account for money by use of the electronic cash register.
- Ability to deal tactfully and courteously with members of the public when advising them; skilled in reception and telephone etiquette.
- Flexibility and ability to cross-train in four other administrative areas; willing to cover for and assist others in periods of absence or high volume work activity.
- Ability to maintain good working relationships with fellow employees and be a constructive part of the administrative team.

Performs work that requires the following essential physical abilities:

Vision: Examples include the ability to see in order to drive safely on an occasional basis, and read a computer screen or other printed matter at close or far range on a constant basis.

Hearing: Examples include the ability to hear and comprehend verbal communication on a constant basis. Must be able to communicate effectively in person or over the telephone.

Manual Dexterity: Examples include the ability to frequently manipulate office equipment. Must have fine and gross finger dexterity, and the ability to grasp, grip and twist at the wrist.

Twisting and Turning at the Waist: Must be able to frequently twist and turn while sitting and standing.

Lifting/Pushing/Drugging: Must be able to frequently lift/push/drag items and equipment weighing up to 35 pounds such as boxes of supplies and paper records from one location to another.

Sitting: Must be able to frequently sit for extended periods of time while working at a desk.

Standing: Must be able to stand for extended periods of time while working at the front counter.

Acceptable Experience and Education

Experience: One year of experience in a clerical work environment as well as municipal experience are desired.

Education: A high school diploma or equivalent is required; college course work or degree is desired.

License and/or Certificate:

Possession of, or the ability to obtain, an appropriate and valid driver's license and a driving record satisfactory to obtain coverage by the City's insurance carrier. Notary Public Commission or the ability to obtain such commission once hired.