

POSITION DESCRIPTION

Position Title: **PT Clerk Typist**
Department: Planning and Community Development
Division: Code Enforcement
Retirement: KPERS
FLSA: Non-Exempt
Effective Date: **April 13, 2015**

GENERAL PURPOSE

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

SUPERVISION RECEIVED

Works under the general supervision of the City Planner and coordinates work with the Community Development Administrative Assistant. This position also works to support the Community Development Coordinator.

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 administrative assistant and city planner. Will receive work assignments from the department's Administrative Assistant when work load permits.
- 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: letters, memorandums, forms, mailing lists, weekly reports, purchase orders, and other materials from rough draft, dictating machine, or detailed instructions.
- Assists department Administrative Assistant as needed.
- Substitutes for the Administrative Assistant during periods of absence.
- Covers the office during lunch hour.
- 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.
- Creates suspense file system to alert inspection staff for follow-up inspections, legal notices to citizens, court appearances and scheduled appointments.
- 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

- (A) Must have a high school diploma or equivalent.
- (B) Must be able to type **30 wpm**.
- (C) Must possess a valid driver's license at time of application.
- (D) Must have six months of previous experience in a code enforcement or law enforcement office or one year of experience in an office requiring constant public contact.

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.

Ability to:

Operate basic office equipment.

Ability to use a computer and the most recent version of Microsoft Office Suite.

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.

Use all office equipment as well as current word processing and data processing programs.

Transcribe from a digital recording.

Ability to multitask.

DESIRABLE QUALIFICATIONS

- (A) Post secondary, Vo-tech, secretarial schools or associates degree in business or closely related field.
- (B) More than one year experience in a code and/or law enforcement office.

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