

POSITION DESCRIPTION

Class Title: Code Enforcement Clerk
Department: Code Enforcement

Job Code Number:
Grade Number:

GENERAL PURPOSE

Assists Code Enforcement staff with scanning of records and other administrative duties.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant Public Works Director-Building Official.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Scan and document building permits and associated plans and drawings into Laserfiche system.
- Reviews data to ensure accuracy.
- Performs other related clerical and administrative duties as required.

PERIPHERAL DUTIES

May perform a variety of office related functions, running errands, printing materials, and answering phones.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Graduation from high school education or GED equivalent, and Any equivalent combination of education and experience.

Necessary knowledge, Skills, and Abilities

- Knowledge of data entry and basic arithmetic.
- Ability to read maps and addresses.
- Ability to operate or learn how to operate a wide format scanner.
- Ability to lift heavy objects up to 25 lbs.
- Ability to use sound judgment.
- Must be able to navigate the internet and use web-based programs.
- Must be able to type accurately and demonstrate proficiency in using computer and Microsoft programs.

SPECIAL REQUIREMENTS

None

TOOLS AND EQUIPMENT USED

Telephone, computer, and large format scanner.

PHYSICAL DEMANDS

The physical demands described here represent 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, stand, and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 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.

While performing the duties of this job, the employee occasionally works in an office setting.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 job 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: _____

Approval: _____

Effective Date: _____

Revision History: _____