



CITY OF PAHOKEE

JOB DESCRIPTION

JOB TITLE: Clerk I/ Clerk Specialist

DEPARTMENT: Building Planning & Zoning/Code Enforcement

REPORTS TO: City Manager

SUPERVISES: N/A

JOB SUMMARY:

Under general supervision, the purpose of this position is to provide clerical and administrative support involving Building Planning & Zoning/Code Enforcement Department; assists division staff in accomplishing unit objectives. The position is responsible for preparing correspondence, handling telephone calls, preparing for meetings, and keeping accurate records.

ESSENTIAL DUTIES:

- Answers routine inquiries for information.
- Make inquiries and receives data pertaining to Protective Services activities.
- Answers telephone and communicates with other departments as needed. Make appointments.
- Knowledgeable of literature and sources of information in the Building Planning & Zoning/ Code Enforcement Department.
- Type, Fax, Copy and File Correspondence.
- Distribute mail and correspondence for various departments.
- Possesses good record-keeping techniques.
- Assist Building Planning & Zoning/ Code Enforcement Department in the preparation and processing of correspondences and projects.
- Performs other duties as assigned and directed by Administration (City Manager).

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or Equivalent. AA Degree Preferred

- Two years of recent, paid work experience performing customer service duties with a high volume of public contact.
- Must have effective written and oral communication skills and organizational abilities.
- Must have a working knowledge of office equipment and procedures.

PHYSICAL REQUIREMENTS:

Work is generally performed indoors in an office environment dealing with sensitive situations and diverse individuals. Office work involves sitting and using a computer keyboard and screen for long periods of time.

Physical demands include walking, standing, kneeling, reaching, bending, and lifting up to 25 pounds.

* Denotes essential functions of the job. The City of Pahokee promotes an equal employment opportunity workplace that includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.

ACKNOWLEDGEMENT:

I acknowledge that I have read the job description and requirements for the Clerk I/ Clerk Specialist position and I certify that I possess the requisite qualifications and skills to perform these functions.

Applicant Signature

Date

Witness

***This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified.